

NORFOLK



1997

TOWN REPORT

IN MEMORIAM

John M. Ravinski

K.P. Regional High School Committee 1954 - 1958
Zoning Board of Appeals 1954 - 1974
Sealer of Weights and Measures 1976 - 1977

Austin G. Smithers

Tri County Regional Vocational School Study 1979
By-Laws Study 1980 - 1983
Zoning Board of Appeals 1982 - 1984
Groundwater Protection Com. 1984 - 1986
Town Land Acquisition 1988 - 1990
Master Plan 1992
Planning Board 1992 - 1997
Zoning By Laws Study 1992 - 1994
Metro Area Planning Council Rep. 1992 - 1995
Southwest Area Planning Council 1993 - 1995

Henry F. Laroche

Advisory Board 1970 - 1973
Tax Policy Committee 1980

George S. Murray

Council On Aging Board 1972 - 1973

Ross Connors

Advisory Board 1950
Everett Street Water Study 1950 - 1951
Council On Aging Board 1979 - 1988
Council on Aging Associate 1991

Phyllis Jones

HESSCO Worker

*Cover Photo By: Kristin Stashenko
"Old Town Hall"
1875-1922*

*Special Thanks To: Norfolk Lions Club
Norfolk Business Association
(for their gracious donations)*

TOWN OF NORFOLK
127TH ANNUAL REPORT



Year Ending December 1997

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5
6
7

9
0
1
2
2
3
4

GENERAL GOVERNMENT

ELECTED OFFICERS

	Term Expires
MODERATOR	
Frank J. Gross	2000
BOARD OF SELECTMEN	
James R. Giebfried	2000
John J. Czyzewski	1999
Girard L. St.Amand	1998
TOWN CLERK	
Alice S. Boschen	1999
BOARD OF ASSESSORS	
John G. Robbins	2000
Fred L. Pfishchner	1999
Donna L. Putt	1998
BOARD OF HEALTH	
Dr. Thomas R. Gilbert	2000
Dr. Albert G. Anderson, resigned	1999
Laurence M. Magner	1998
Cheryl H. Dunnington, appointed	1998
LIBRARY TRUSTEES	
Frances M. Holman	2000
Harvey R. Boulay	1999
Kenneth W. Nelson	1998
WATER COMMISSIONERS	
Deborah J. Robbins	2000
Donna L. Putt	1999
Lawrence Kennedy	1998
HOUSING AUTHORITY	
Patricia Lang	2002
Robert G. Boucher	2001
Walter Zagieboylo	2000
Bruce A. Simpson	1998
Joanne T. Smith	1998
PLANNING BOARD	
Andrea D. Langhauser	2000
Robert E. Nicodemus	1999
Steven G. McClain	1999
Arthur A. Spruch	1998
Charles J. Clahasey	1998

RECREATION COMMISSION

Deborah K. DeBello	2000
E. Kurt Czarnowski	1999
Thomas F. Terpstra	1999
Eugene J. Orsogna	1998
Barbara Gillis	1998

NORFOLK SCHOOL COMMITTEE

John Spinney	2000
James Lehan	2000
Rita Advani	1999
Lucille V. Bailey	1999
Maureen Howard	1998

KING PHILIP REGIONAL SCHOOL COMMITTEE

George T. Cronin, Jr.	2000
Jane P. Morris	1999
Jonathan Smith	1998

CONSTABLES

Robert L. Smith	1998
E. Christopher Bettencourt	1998

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

ADVISORY BOARD

A. Graham Sterling	2000
Norman Gentry	2000
Joyce Terrio	2000
Robert D. Kelleher, resigned	1999
Richard H. Moore, resigned	1999
Catherine A. Elder	1999
Glenn R. Beernink	1999
Arthur Warren IV	1999
Marc V. Waldman	1998
James F. Ward	1998
Edward V. Cannon	1998

PERSONNEL BOARD

Lori J. Hurley	2000
Lawrence E. Corcoran	1999
Alison L. Light	1999
Robert Garrity	1998
Alicia Cannon, resigned	1998

BYLAW COMMITTEE

Vida E. Holmes	2000
Elinor H. Pearson	2000
Donald E. Newhall	1999
Alice S. Boschen	1999
George T. Cronin, Jr.	1998
Paul D. Maggioni, Town Counsel (Ex-Officio)	

BOARD OF HEALTH APPOINTMENTS**BOARD OF HEALTH AGENTS**

William R. Domey	1998
Janet M. Prevett	1998
Anne Kotch, resigned	1998
Alice S. Boschen	1998
Bruce A. Simpson	1998

SANITARIAN

Mark Oram	1998
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FINANCE DIRECTOR'S APPOINTMENTS**TREASURER/COLLECTOR**

David B. Okun

CHIEF ASSESSOR

Deborah J. Robbins

ASSISTANT TOWN ACCOUNTANT

Lorraine H. Foley

ASSISTANT TREASURER

Cheryl A. Kelley

LIBRARY TRUSTEES APPOINTMENTS**DIRECTOR OF LIBRARIES**

Robin A. Glasser

ASSOCIATE DIRECTOR

Francena M. Johnson

YOUTH LIBRARIANS

Sarina Bluhm
John Spinney

TECHNICAL SERVICES

Marion T. Graham

LIBRARY ASSOCIATES

Marie Langlais
Ann Ascii
Louisa Zagieboylo
Bonnie Durand
Patricia Slovacek
Lynn McWilliams
Jennifer Robinson
Judith B. Swaim, resigned

SCHOOL LIBRARIANS

Diane Balut
Mary Carney

LIBRARY ASSOCIATES-SCHOOL

Bonnie Durand
Elizabeth Lehan
Kathryn Astley
Christine Schwartz, resigned

TOWN CLERK APPOINTMENT**ASSISTANT TOWN CLERK**

Mary Jane Masty, resigned

BOARD OF SELECTMEN APPOINTMENTS**TOWN ADMINISTRATOR**

Greg L. Balukonis

TOWN COUNSEL

Paul D. Maggioni

TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL COMMITTEE

Ronald E. Janosko

SEALER OF WEIGHTS AND MEASURES

Peter S. Hildebrandt
Robert J. Shannon, Assistant
Thomas G. Degnim, Assistant, resigned

OFFICER OF VETERANS' GRAVES

Arthur R. Keenan

LOCAL INSPECTOR-SHADE TREE MANAGER AND PEST CONTROL

Remo R. Vito, Jr.

TREE WARDEN

Vacant

TOWN ADMINISTRATOR APPOINTMENTS**DIRECTOR OF FINANCE - ACCOUNTANT**

Susan L. Gagner

POLICE DEPARTMENT CHIEF OF POLICE

Charles H. Stone, Jr.

GENERAL GOVERNMENT

LIEUTENANT

John W. Holmes

SERGEANTS

Paul J. Murphy
David R. McConnell
Jonathan M. Carroll, Sr.
Robert J. Shannon

REGULAR POLICE OFFICERS

Alan F. Washkewits
Stephen K. Plympton
David J. Holt
Winslow Karlson, III
Thomas G. Degnim
Timothy P. Heinz
Leo F. Ethier, Jr.
Glen R. Eykel

RESERVE POLICE OFFICERS

E. Christopher Bettencourt, resigned
Steven A. Burke, resigned
William J. Davis, resigned
Louis Droste
David J. Eberle
Susan Fornaciari
Thomas Heatley, Jr.
William R. McGrath
Jeffrey Peavey, resigned
Donna M. Wolfrum
Berton C. Cummings, not appointed

ADMINISTRATIVE ASSISTANT

Helenmarie Diamond

POLICE/FIRE COMMUNICATIONS

Joy Leonard
Michael J. LaValley
Janet M. Poirier
Jamie J. Masterson
E. Christopher Bettencourt, part time
Steven A. Burke, part time - resigned
Kathleen A. DelGrosso, part time - resigned
John E. Donovan, part time - resigned
Mary A. Dugdale, part time
Helena R. Findlen, part time
Michael P. Findlen, part time - resigned
Stephen R. Hamlin, part time
Sarah J. Hill, part time
Pamela P. Holmes, part time - resigned
Kirsten Holst, part time - resigned
Troy P. Kelley, part time
Jason T. Kenwood, part time - resigned
Donna M. Wolfrum, part time

SPECIAL POLICE OFFICERS

Albert A. Leverone
Charles E. Ray
J. William Meau
William F. Kelley
Harry L. Sanborn, Jr.
George J. Murray
Janet M. Poirier
Joy Leonard
Hilary Penlington
Edward Nolan
E. Christopher Bettencourt
William Davis

Police Chaplain Rev. Robert Connor
Police Chaplain Rev. Mark Ferrin
Police Chaplain Rev. Paul Toms

POLICE MATRONS

Helena R. Findlen
Joy Leonard
Janet M. Poirier
Pamela P. Holmes
Sarah J. Hill
Donna M. Wolfrum
Mary A. Dugdale
Kathleen DelGrosso, resigned
Kirsten Holst, resigned

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

William F. Kelley

DEPUTY CHIEF

Stephen A. Wood

LIEUTENANTS

Peter J. Petruchik, EMT/Full-time FF
Joseph W. Nolan
David C. Holmes, Jr., EMT
Bruce E. Hamlin
A. Roger Callahan, Retired

EMS DIRECTOR

John M. Malaney, III, FF/EMT

FIRE DEPARTMENT PERSONNEL

Bruce E. Belcher, FF
 Wayne E. Burton, FF
 Richard F. Clancy, Jr., FF/EMT
 Peter R. Curran, FF
 Norman P. Eykel, FF/EMT
 Michael P. Findlen, FF/EMT
 Gregory M. Graves, FF
 Mark W. Haigh, FF/EMT
 Stephen R. Hamlin, FF/EMT
 Peter S. Hildebrandt, FF/EMT
 Pamela P. Holmes, FF/EMT
 David W. Johnston, FF
 Douglas E. Johnston, FF/EMT
 Mark R. Kantzer, FF/EMT
 John F. Kelley, FF/EMT
 James F. Leary, Jr. FF
 Leo E. MacDonald, FF/EMT
 James J. Masterson, FF/EMT
 C. Scott Thayer, FF/EMT

ADMINISTRATIVE ASSISTANT

Patricia A. Bixby, FF/EMT

FOREST WARDEN

William F. Kelley, Chief

HIGHWAY DEPARTMENT

SUPERINTENDENT OF STREETS

Remo R. Vito, Jr.

HIGHWAY PERSONNEL

Kenneth Salisbury, Foreman
 John Haehnel, Asst. Foreman
 Kimball Rogers, Mechanic
 Thomas Benedetti, Asst. Mechanic
 Stephen Daley
 Kenneth Cooper
 John Patete
 Robert Joyce
 Alan F. Washkewits, Jr.

ADMINISTRATIVE ASSISTANT

Karen Mitnick

TRANSFER STATION

Earle Bercier, Head Monitor
 Donald Bernardo, resigned
 Jake White
 Raymond Mullaney
 Margaret Silletti - part time Clerk

INSPECTION DEPARTMENT

BUILDING COMMISSIONER

Gerald E. Hughes

LOCAL INSPECTOR/ASST. ZONING OFFICER

David A. Roche
 Paul R.DiChiara, resigned

ZONING OFFICER

Gerald E. Hughes

INSPECTOR OF WIRES

William R. Bain

ASSISTANT INSPECTOR OF WIRES

J. William Carberry

INSPECTOR OF GAS FITTINGS

Edward Forsberg

PLUMBING INSPECTOR

James K. Murray

INSPECTOR OF ANIMALS

Hilary Penlington
 Harry L. Sanborn, Jr., retired

ANIMAL CONTROL OFFICER

Hilary Penlington
 Harry L. Sanborn, Jr. retired

EMERGENCY MANAGEMENT DIRECTOR

Edward Nolan

DEPUTY DIRECTOR/RADIO OPERATOR

John Nuhibian

FIRE OFFICER

William F. Kelley, Chief

BOARDS-COMMISSIONS-COUNCILS

Authorized by Statute or Bylaw
 Appointed by Board of Selectmen

BOARD OF APPEALS - 5 year term

Lisa K. Keating	2002
Bruce A. Simpson	2001
Lorraine M. Sweeney	2000
Linda D. Eckard	1999
John M. Burke	1998

ASSOCIATE MEMBER - 1 year term

Sarah P. Dewey	1998
Brian D. Wolf	1998

GENERAL GOVERNMENT

ADA COMPLIANCE COMM - 1 year term

Thomas Terpstra 1998
 Mary Nuhibian 1998
 Donna Angelico 1998
 Greg L. Balukonis, ex-officio

DESIGN REVIEW BOARD - 3 year term

Donald Seymour, Pl. Bd appt. 2000
 Gautam Ghosh, Pl. Bd. appt. 2000
 James H. Neubert, resigned
 Sarojit Malik, Selectmen appt. 1999
 John Buchholz, Selectmen appt. 1998
 M. Elizabeth Pyne, Hist.appt. 1998

ARTS COUNCIL - 3 year term

Sandra J. Myatt 2002
 Kristen Stashenko 1999
 Christina Krouk 1999
 Thomas Elder 1999
 Katherine Furst 1999
 Anne Marie Battistone 1999
 Brian Lies 1999

EARTH REMOVAL ADV. COMM -1 year term

Daniel Crafton, Conservation 1998
 Gerald Hughes, Building Comm. 1998
 Andrea Langhauser, Planning Bd. 1998
 Fred L. Pfischner, Assessors 1998
 Laurence Magner, Bd. of Health 1998

CAPITAL OUTLAY COMMITTEE - 2 year term

William F. Sharkey 1999

HISTORICAL COMMISSION - 3 year term

Mary Power 2000
 Suzanne Burns 2000
 Marie Langlais 2000
 Loretta McClellan 1999
 Emily Jacques, resigned
 M. Elizabeth Pyne 1998
 Thelma Ravinski 1998
 Marcia Johnston 1998

CEMETERY COMMISSION - 3 year term

Frank J. Gross 2000
 Paul L. Kozak, Sr. 1999
 Robert L. Kirby 1998

PERMANENT BUILDING COMM - 3 year term

Winsor Bowden III 2000
 Lawrence Cheever 2000
 Robert P. Lowndes 1999
 David Jenner 1998
 Paul DiChiara 1998
 Ernest Alix, resigned

COMPUTER SYSTEM COMM - 3 year term

David Wildman 2000
 David Rosenberg 1999
 Richard Olsen 1999
 Daniel Duffy 1998
 David Barry, resigned

REGISTRAR OF VOTERS - 3 year term

Mary Ellen Gattoni - D 2000
 Donna Bentley - D 1999
 Charles E. Burnett - R 1998
 Alice S. Boschen -R Town Clerk
 John McFeeley - D - resigned

CONSERVATION COMMISSION - 3 year term

Cynthia C. Andrade 2000
 Daniel Crafton 2000
 Maryann T. Magner 1999
 Allan M. Shaw 1999
 Jane M. Dewey 1998
 Thomas R. Gilbert 1998
 Brian Butler 1998

VETERAN'S SERVICES - 3 year term

Edward Lyons 2000
 Frank J. Gross, resigned

COUNCIL ON AGING - 3 year term

Patricia Lang 2000
 Norman Lenihan 2000
 Martin Moeckel 2000
 Ruth Masison 2000
 John Evans 1999
 Christine Shaw 1999
 Georgia Jones 1999
 Elizabeth Santandreu 1998
 Priscilla Tsarides 1998
 George Clinton 1998
 Harriet Fisher 1998
 Carolyn Shepard, resigned
 Nancy Seitz, resigned
 John McCann, resigned

MBTA ADVISORY BOARD REP. - 1 year term

Daniel Catlett 1998

METROPOLITAN AREA PLANNING COUNCIL REPRESENTATIVE - 3 year term

Charles Clahasey 2000

SOUTHWEST AREA PLANNING COUNCIL - 1 year term
 Charles Clahasey 2000

NORFOLK COUNTY ADVISORY BOARD MEMBER - 1 year term
 Jonathan Smith 1998

BOARDS AND COMMITTEES

Appointed by Board of Selectmen

MIRROR LAKE ADVISORY COMMITTEE
 Joseph Gilio 1998
 Annette English-Guertin 1998
 Frank McDonald 1998

RECYCLING/SOLID WASTE COMMITTEE
 Charles Jerome 1998
 Ellen Clas 1998
 Amy Brady 1998
 Kenneth MacClean 1998
 Daniel Crafton, resigned
 Norman Lenihan, resigned

ROAD SAFETY COMMITTEE
 James R. Giebfried, ex-officio 1998
 Charles H. Stone, Jr. 1998
 Remo R. Vito, Jr. 1998
 Amy Brady 1998
 Ruth Masison 1998
 Daniel Catlett, resigned

ZONING BYLAW STUDY COMMITTEE
 Robert Nicodemus, Selectmen designee 1998
 Brian Wolf, Appeal Board designee 1998
 Sarah Dewey, Conservation designee 1998
 Gerald Hughes, Building designee 1998
 Steven McClain, Planning Board designee 1998
 Glendon Coulter, Selectmen designee 1998
 Lois Boucher, Board of Health designee 1998
 Paul D. Maggioni, Town Counsel, (ex-officio) 1998

INSURANCE COMMITTEE
 Raymond J. Turano 1998
 Bruce Shapiro 1998
 Loretta Jacobs 1998

ECONOMIC DEVELOPMENT COMMITTEE (Apptd. jointly by Board of Selectmen/Planning Bd.)
 Jack Olivieri 1998
 V. Philip Briselli 1998
 Beverly Panettiere 1998
 Anne Marie Battistone 1998
 Gary Molino 1998
 Wesley Dunnington 1998
 Robert Howard, resigned
 Arthur Bent, resigned

TOWN HALL RE-USE COMMITTEE
 Frank D. McDonald 1998
 Mary Logan 1998

CORRECTIONS ADVISORY COMMITTEE
 William Perron 1998
 Lisa Newell 1998
 Timothy Ahearn 1998

CABLE ADVISORY COMMITTEE
 John McFeeley 1998
 Donna Jones 1998
 Paula Austin 1998
 Michael Keane 1998
 Larry Harrington 1998

ANNUAL REPORT OF THE BOARD OF SELECTMEN

This report is submitted in accordance with Norfolk By-laws, Article V., Section 1 which requires the Board of Selectmen to submit annually a report of all elected and appointed officials, boards, committees, councils and commissions, and to give a summary of their activities, and report on the Town's financial transactions. This is our town report for the period of January 1, 1997, to December 31, 1997.

The three Selectmen are the Town's chief executive officers. We are empowered by state statute to administer and implement decisions voted at Town Meetings, and establish policy for and coordinate local government operations. The Selectmen also serve as road commissioners, make numerous appointments to the boards and committees, and act as the Town's licensing authority. The Board is assisted by our full-time professional Town Administrator, one full-time administrative assistant, and one part-time clerk.

The Selectmen met weekly for regular meetings, except for the months of June, July and August, when we met every other week. Our meetings are held in the Cable Television Studio in the Centennial School on Monday evenings at 7:30 p.m. All meetings are open to the public, and we invite any interested person to attend. Our meetings are also broadcast live on Norfolk Cable. Agendas are posted in the Town Hall 48 hours prior to the meeting. Citizens interested in being placed on the agenda should contact the Selectmen's Office to make the necessary arrangements. As Selectmen, we also attended many hearings before other boards and committees transacting town business.

James R. Giebfried was re-elected for a second term to the Board of Selectmen in May. The Board of Selectmen reorganized by electing Girard L. St.Amand as Chairman, and John J. Czyzewski as Clerk.

There were many issues that required the Selectmen's attention in 1997. We are extremely pleased that the Commonwealth of Massachusetts funded its long-overdue financial obligations to Norfolk as a prison host community. The Town received \$2.3 million under Chapter 799 for the new Town Hall project. Without these funds, the Town was forced to incur considerable short-term borrowing costs. The Town also received an additional \$960,000 from the Commonwealth, and earmarked the money for the new Recreation Complex off Pond Street. The Selectmen appreciate the efforts of Senator Jacques, Representative Sprague, and the Governor's Office in securing funds for our local projects.

The new Town Hall project neared completion in 1997. We expected the building would be ready for occupancy in late 1997. It is our understanding that town offices will be ready to

move in early, 1998. This continues to be a lengthy process, and the Selectmen thank town officials, employees, and citizens for their patience.

The Board of Selectmen supported efforts to construct a new Senior Center on Medway Branch. A \$500,000 grant application was submitted in August. Town Meeting also approved \$50,000 as the local share as evidence of Norfolk's commitment. Unfortunately, the Department of Housing and Community Development (DHCD) received many other senior center grant applications, and Norfolk was not selected. The Board looks forward to seeing the senior center as part of the new Town Hall for the immediate future.

Norfolk officials expended considerable time and energy on affordable housing issues in 1997. The Board of Selectmen and Planning Board both voiced serious concerns about an affordable housing project on vacant commercially zoned land at the intersection of Routes 1A and 115. This site was identified in Norfolk's Master Plan as being a viable location for commercial development. The Selectmen resisted a proposal that would construct 96 housing units on this site, without regard to the community's preferences. Town Meeting supported our position by funding \$25,000 in order to hire experts needed to defend the Town. No decision had been reached by the DHCD as the year closed.

The Town was an active participant in the sale of Southwood Community Hospital. A steering committee was appointed by the Board of Selectmen to ensure Norfolk's interests were addressed during the required public comment period. The Selectmen endorsed the Committee's recommendation providing for Caritas-Christi to acquire Southwood Hospital. We are confident the newly named Caritas-Southwood Hospital will continue to provide the highest quality medical care for Norfolk residents.

A permanent solution of the Department of Correction (DOC) sewer controversy was reached. The Board of Selectmen, Board of Health, and Citizens Action Committee worked closely with state officials in developing a solution to prevent further environmental disasters at Highland Lake. A new sewer line was being designed to avoid environmentally sensitive areas between MCI-Norfolk and the DOC treatment plant. This work will commence in 1998.

The Selectmen continued their involvement in restoring the former water level in Kingsbury Pond. A special meeting was held with residents in June, and agreement was reached about restoring the Pond's water levels. Another concern was brought to our attention about a new municipal well in the Town of Franklin. The Board of Selectmen questioned the impact of this well on Populatic Pond, and demanded detailed environmental studies be undertaken.

In November, the final closure and capping of the landfill was completed. We were forced to rebid the project after the Attorney General ruled the original bid process was flawed. The rebid resulted in a cost savings of approximately \$38,000 due to increased competition between vendors.

A Cable Advisory Committee was appointed to handle negotiations on a new franchise license with Time-Warner Cable. The current license expires in 1999. No agreement on a new license had been reached.

We appointed several new members to the Computer Systems Committee, and requested they develop a solution to Norfolk's technology needs. The Committee is preparing a recommendation in anticipation of action at the 1998 Annual Town Meeting.

We wish to acknowledge several individuals who left their employment over the past year. A. Roger Callahan retired from the Fire Department after many years of dedicated service. Harry Sanborn retired in June after 29 years of service as Animal Control Officer, and Animal Inspector. We commend Harry for his most professional work to the Town of Norfolk. Paul DiChiara departed the Building Department for a similar position in North Attleboro. The Board of Selectmen welcomed Hilary Penlington and David Roche as the new Animal Control Officer/Animal Inspector, and Local Building Inspector.

We would like to acknowledge the efforts of our staff, Greg Balukonis, Marian Harrington, Cindi Coombs and Karen Ramsey, who serve this Board, and the public, in a pleasant and helpful manner. We also want to thank all employees for a job well done. Keep up the good work!

One of the Norfolk's finest traditions is the involvement of many citizens who freely give their time and experience to make our government work. It is reassuring to find the quantity and quality of volunteerism has grown to meet the need as the problems of local government become increasingly complex. We are grateful for the work of all board and committee members who spend many evenings out of their homes in addressing town business and their families continued support. We, the Board of Selectmen, truly appreciate the dedication of all of you who make Norfolk the special place that it is.

Respectfully submitted,

BOARD OF SELECTMEN
Girard L. St.Amand, Chairman
John J. Czyzewski, Clerk
James R. Giebfried, Member

1997 ANNUAL REPORT OF THE TOWN CLERK

In 1997 the Town Clerk supervised two elections - the Annual Election on May 6 and a Special Election, which was held on July 1. The Annual Election was unique in my 10 year experience as Town Clerk because there were no races for any position. Because the July 1 Special Election came after school was out and vacation season had begun, the Town Clerk's office was open a number of additional hours to allow more opportunity for absentee voting. There were more than 300 absentee votes cast in the Special Election.

There were three Town Meetings, in 1997. The Town Clerk is responsible for taking the Minutes and performing all the necessary follow-up procedures. Two were lengthy meetings - the Warrant for the Annual Town Meeting contained 47 articles and the Fall Town Meeting Warrant was 62. A large number of by-law changes approved by the Fall Town Meeting required lengthy and detailed procedure for submission for the Attorney General's approval. The December 2 Special Town Meeting was limited to calling for a Special Election early in 1998.

During late 1997 the Town Clerk made a change of office hours. After many years of being open for the public convenience on Wednesday evening, fewer and fewer residents took advantage of the service. The office is now open to public on Saturday from 10:00 a.m. to 12 Noon, which appears to be more successful.

Long-time Assistant Town Clerk, Mary Jane Masty retired at the end of December, as she is planning to move out of the area. She will be missed. Thank you and Good Luck.

Respectfully submitted,

Alice S. Boschen
Town Clerk

**REPORT OF LICENSING
ACTIVITY - 1997**

VITAL STATISTICS

SPORTING LICENSES

Two Hundred Sixty Four licenses in seven different categories were sold in 1997, as well as other transactions such as sale of sporting stamps and issuance of duplicate licenses, resulting in total sales of \$3,604.65. In addition twelve free licenses were issued to residents who are handicapped or over 70. By regulations of the Division of Fisheries and Wildlife, the Town of Norfolk retained fees in the amount of \$176.80.

DOG LICENSES

The following licenses were issued in 1997: 638 Neutered Male and Spayed Female; 134 Males and Females not neutered; 5 Kennels of four dogs or less, and 4 Kennels of five to ten dogs. Total sales were \$4,562.00. the entire amount of which was deposited in the general fund for the Town of Norfolk.

Dog owners are reminded that all dogs over the age of six months must be licensed and proof provided of current rabies inoculation. Licenses are to be renewed yearly beginning January 1. An additional \$25.00 late fee per license will be charged to owners who fail to relicense until after May 1. Dog owners are also reminded that Norfolk does have a dog control bylaw. Copies of the bylaw are available at the office of the Town Clerk.

**SUMMARY OF TRANSACTIONS OF THE
TOWN CLERK'S OFFICE - 1997**

Dog Licenses	4,562.00
Sporting Fees Retained by Town	176.80
Certificates and Copies	6,351.65
Sale of Books and Maps	1,555.00
Raffle Permits	40.00
U.C.C. Filings	1,834.00
Pole Location Filing	80.00
Fines	496.00
Revenue Generated for the Town of Norfolk	15,095.45

We do not print the names of Norfolk citizens who died, or of babies born during the past year, to protect the privacy of the families involved. Specific information on births, deaths, and marriages is available in the Town Clerk's office.

BIRTHS

There were 151 births recorded to Norfolk residents in 1997. The certificates for births taking place late in the year or in Boston often do not reach this office until April or May. For comparative purposes, 132 births were recorded in 1992, 140 in 1993, 145 in 1994, 135 in 1995 and 134 in 1996.

DEATHS

There were 163 deaths recorded in 1997. Thirty-seven were of Norfolk residents, occurring in Norfolk or in other locations; the additional 126 were residents of other communities who died at Southwood Community Hospital, the Correctional Institutions, or elsewhere in Norfolk.

MARRIAGES AND INTENTIONS

Thirty-four marriage intentions were filed and certificates issued in Norfolk in 1997. All thirty-four certificates were returned following the performance of the ceremony. Of the 34, in 20 of the marriages one or both parties were Norfolk residents, 5 had both parties from other cities or towns, and the remainder involved prisoners at the Correctional Institution.

ANNUAL TOWN- ELECTION

MAY 6, 1997

Pursuant to the Warrant for the Annual Town Meeting, the inhabitants of Precincts 1, 2, and 3 of the Town of Norfolk qualified to vote in town affairs assembled in MacBride Auditorium at the Freeman-Centennial elementary school on Tuesday, May 6, 1997 to act upon Article 1, the Annual Election of Town Officials.

Polls were declared open at 7:00 a.m. Election Officials were duly sworn in by Warden Elinor Pearson. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions to voters and specimen ballots were posted at the entrance to each precinct and within polling place a corrected voting list was on display.

The polls were closed at 8:00 p.m. A total of 519 (app. 9.5%) of the 5,434 eligible voters in the town cast their ballots with the following results:

Moderator for One Year

Frank J. Gross*	423
Blank	89
Misc. Write-Ins	11

Selectmen for Three Years

James R. Giebfried*	336
Blank	166
Misc. Write-Ins	17

Assessor for Three Years

John G. Robbins*	369
Blank	147

Board of Health Member for Three Years

Thomas R. Gilbert*	354
Blank	157
Misc. Write-Ins	8

Library Trustee for Three Years

Frances M. Holman*	396
Blanks	118
Misc. Write-Ins	5

Water Commissioner for Three Years

Deborah J. Robbins*	361
Blank	153
Misc. Write-Ins	5

Planning Board Member Two for Three Years Each

Andrea Langhauser*	331
Blank	117
Misc. Write-Ins	9

Planning Board Member Unexpired Term of 1 Year

Charles J. Clahasey*	323
Blank	189
Misc. Write-Ins	7

Recreation Commission Member

Debra K. DeBello*	348
Blanks	162
Misc. Write-Ins	9

School Committee Member Two for Three Years Each

John Spinney*	339
James C. Lehan*	227
Blanks	365
Misc. Write-Ins	7

King Philip School Committee Member for Three Years

George T. Cronin, Jr.*	414
Blanks	103
Misc. Write-Ins	2

Housing Authority Member for Five Years

Patricia M. Lang*	381
Blanks	132
Misc. Write-Ins	5

*Declared elected

Question 1

Shall the Town of Norfolk be allowed to assess an additional \$50,000 in real estate and personal property taxes for the purposes of design services and construction for a new Senior Center for the fiscal year beginning July first, nineteen hundred and ninety-seven?

YES	258	NO	254	Blanks	7
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Question 2

Shall the Town of Norfolk be allowed to assess an additional \$11,000 in real estate and personal property taxes for the purposes of equipping the Ladder Truck with a mobile cascade/air filling station for the fiscal year beginning July first, nineteen hundred and ninety-seven?

YES	271	NO	232	Blank	16
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**MINUTES OF 1997
ANNUAL TOWN MEETING
TUESDAY, MAY 27, 1997**

King Philip High School Auditorium

The meeting was called to order at 7:40 p.m. by Moderator Frank Gross. The National Anthem was played by trumpeter George Clinton, accompanied on the piano by Charles Stacey of Wrentham. The Moderator announced that the lighting and communications were being supervised by King Philip teacher Joe Ferrar and students B.J. Cummings and Jesse MacKenzie. The Moderator then introduced the Town Clerk, Town Finance Director, Town Administrator, members of the Board of Selectmen, Town Counsel and the Advisory Board Chairman, who introduced the members of that Board. There were 288 registered voters and 17 non-registered persons in attendance. Sworn as Counters were J. Martin, J. McFeeley and J. Smith.

APPROVED BY VOICE VOTE to waive the reading of the Warrant and Return of the Warrant.

ARTICLE 1

Article 1 was the Annual Election of town officers, which took place on Tuesday, May 6, and included two questions regarding funding, both of which passed.

ARTICLE 2

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaw by changing the Classification Schedule as follows: Chief Assessor from Grade M/5 to Grade M/6; Chief Dispatcher -Grade I to Communications Department Coordinator - Grade K; Mechanic, Highway Department - Grade I (new position); Secretary, Water Dept. - Grade 8 (new position); Mechanic, Highway Department -Grade K new title to be Head Mechanic; and Secretary/Data Processor/EMT, Police Department -Grade 9 new title to be Secretary/Data Processor.

ARTICLE 3

ARTICLE 3 INDEFINITELY POSTPONED BY VOICE VOTE (Sick Leave Buy Back)

ARTICLE 4

APPROVED BY VOICE VOTE to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and to fix the salary or compensation thereof for the fiscal year commencing on July 1, 1997: Moderator \$1; Selectmen - 3 members @ \$200 each = \$600; Board of Assessors - 3 members @

\$200 each = \$600; Planning Board -5 members @ \$200 each = \$1000; Board of Health - 3 members @ \$200 each = \$600; Water Commissioners - 3 members @ \$200 each = \$600; and Town Clerk \$27,500.

GENERAL GOVERNMENT

FY 98 Approved

Moderator	
Salary	1
Expense	154
Total	155
Selectmen	
Salary	102,961
Expense	23,640
Committee Funds	1
Total	126,602
Advisory Board	
Salary	2,970
Expense	4,700
Reserve Fund	40,873
Total	48,543
Municipal Finance	
Salary	315,992
Expense	57,349
Audit	11,000
Total	384,341
Board of Assessors	
Salary	600
Expense	1,000
Total	1,600
Town Counsel	
Legal Fees	15,500
Retainer Fees	15,000
Total	30,500
Personnel Board	
Salary	2,225
Expense	1,600
Total	3,825
Computer Committee	
Expense	100
Total	100
Town Hall Operations	
Expense	69,135
Total	69,135

GENERAL GOVERNMENT

Town Clerk		Fire	
Salary	45,546	Salary	276,268
Expense	1,450	Expense	30,750
Total	46,996	Total	307,018
Elections		Ambulance	
Salary	1,150	Salary	67,000
Expense	2,140	Expense	4,000
Total	3,290	Tuition & Training	16,000
Voter Registration		Total	87,000
Salary	4,150	Building Department	
Expense	2,250	Salary	117,064
Total	6,400	Expense	3,150
Conservation		Total	120,214
Salary	11,682	Weights & Measures	
Expense	2,922	Salary	500
Total	14,604	Expense	31
Planning Board		Total	531
Salary	34,202	Emergency Management	
Expense	37,275	Salary	570
Total	71,477	Expense	1,870
Zoning Board of Appeals		Total	2,440
Salary	17,542	Animal Inspector	
Expense	1,253	Salary	1,739
Total	18,795	Expense	0
Engineering		Total	1,739
Expense	950	Animal Control	
Total	950	Salary	10,821
Permanent Building Committee		Expense	2,719
Salary	4,670	Total	13,540
Expense	550	Tree Warden	
Total	5,220	Salary	2,750
Building/Liability Insurance		Expense	21,237
Expense	155,000	Shade Tree Salary	0
Total	155,000	Shade Tree Expense	1
Town Reports		Total	23,988
Expense	5,225	Fire/Police Communication	
Total	5,225	Salary	157,175
PUBLIC SAFETY		Expense	4,900
Police		Total	162,075
Salary	941,480	Fire/Police Station	
Expense	87,691	Expense	36,985
Cruisers	50,692	Total	36,985
Total	1,079,863		

GENERAL GOVERNMENT

EDUCATION

Norfolk Elementary	5,538,644
King Philip Regional	2,391,459
Tri-County Regional	212,753
Override Increment	155,448
Appropriation - Contingent on Override	5,695,448

PUBLIC WORKS

Highway	
Salary	348,274
Expense	71,801
Special Projects	45,320
Total	465,395

Highway Garage	
Expense	31,318
Total	31,318

Snow & Ice	
Expense	80,300
Total	80,300

Recreation/Grounds Maintenance	
Salary	26,680
Expense	27,593
Total	27,273

Transfer Station	
Salary	92,128
Expense	91,837
Total	183,965

Landfill	
Expense	45,229
Total	45,229

Septage Assessment	
Expense	2,300
Total	2,300

Cemetery Commission	
Salary	19,366
Expense	3,220
Total	22,586

Custodian of Veterans Graves	
Salary	560
Expense	1,492
Total	2,052

Streetlighting	
Expense	26,500
Total	26,500

HUMAN SERVICES

Board of Health	
Salary	34,124
Expense	34,602
Total	68,726

Special Programs	
Norfolk Mental Health	6,650
SNCARC	4,025
Total	10,675

Council on Aging	
Salary	50,862
Expense	18,320
Total	69,182

Veterans Services	
Salary	3,028
Expense	1,146
Total	4,174

CULTURE & RECREATION

Library	
Salary	171,881
Expense	83,144
Total	255,025

Recreation	
Salary	36,747
Expense	12,761
Total	49,508

Historical Commission	
Expense	323
Total	323

Memorial Day	
Expense	525
Total	525

DEBT SERVICE	1,443,893
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EMPLOYEE BENEFITS	884,678
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Allowance for Abatements & Exemptions	80,000
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State Assessments/Offsets	314,435
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ARTICLE 4

APPROVED BY VOICE VOTE to raise and appropriate \$14,240,306; transfer \$57,000 from Ambulance Receipts Reserved for Appropriation and \$7,500 from Cemetery Sale of Lots Receipts Reserved for Appropriation; transfer \$10,000 from

Overlay Surplus Reserve; transfer \$29,292 from FY 1997 Municipal Debt Service; Temporary Interest Account, and transfer \$300,036 from Water Revenue to defray the departmental and incidental expenses of the Town not otherwise provided for the Fiscal Year commencing July 1, 1997 for a total of \$14,644,434, subject however to a contingent override of \$156,448, for the elementary schools, which would change the total to \$14,835,738 if approved.

ARTICLE 5

APPROVED BY VOICE VOTE to transfer the sum of \$402,730 from Water Department revenues to fund the Water Department maintenance and operating expenses for the fiscal year commencing July 1, 1997.

ARTICLE 6

APPROVED BY VOICE VOTE to transfer \$110,000 from Prison Mitigation Funds \$73,000 from Free Cash, and raise and appropriate above the Fiscal Year 1998 Tax Levy \$11,000 to fund the Schedule of Capital purchases as follows:

1a.	King Philip FY 98 Capital Plan (King Philip)	38,698
1b.	Upgrade Mainframe Computer (Finance)	26,303
1c.	Copy Machine (Selectmen)	10,000
1d.	1-Ton Dump Truck (Highway)	34,000
1e.	Mobile Data Terminals (Police)	7,194
1f.	Emergency Generator (Police)	20,000
1g.	Roof Repair - (Fire/Police Station)	10,000
1h.	Asbestos Removal (Elementary School)	30,000
1i.	Carpeting (Elementary School)	6,805
1j.	Cascade System (Fire) Capital Exclusion	11,000
	TOTAL Capital Purchases	194,000

APPROVED BY VOICE VOTE To hold discussion of **ARTICLE 7** until consideration of **ARTICLE 12**.

ARTICLE 8

ARTICLE 8 INDEFINITELY POSTPONED BY VOICE VOTE (Highway Street Sweeper)

ARTICLE 9 To choose any committees, or to hear or act on the report of any committee, town officer, or to instruct any committee or town officer of act on the report of any committee, town officer, or to instruct any committee or town officer, or take any other action relative thereto.

APPROVED BY VOICE VOTE To Authorize the Board of Selectmen to appoint the following committees unless otherwise noted:

Arts Council - 9 members

Bay Circuit Regional - 2 members

ADA Compliance Comm. - 5 members plus Town Administrator, ex-officio and non-voting.

Insurance Advisory Committee - 5 members

Recycling/Transfer Station Advisory Committee - 5 members and Highway Supt., ex-officio and non-voting.

Zoning Bylaw Study Committee - 7 members appointed as follows: two members appointed by the Board of Selectmen, and one member or designee each appointed by the Planning Board, Board of Health, Conservation Commission, and Building Department and Town Counsel ex-officio and non-voting.

Corrections Advisory Committee - Three members

Economic Development Committee - 5 members appointed jointly by the Board of Selectmen and Planning Board.

Regional Sewage Package Treatment Plant Study Committee - 3 members appointed jointly by the Board of Selectmen and Planning Board.

Open Space Committee - 5 members as follows: one member to be a member or designee of the Recreation Commission, one member to be a member or designee of the Conservation Commission, one member to be a member or designee of the Planning Board and two others to be appointed jointly by the Planning Board and Conservation Commission.

There were reports and presentations by the School Building Needs Assessment Committee and the Library Building Needs Committee.

ARTICLE 10

APPROVED BY UNANIMOUS VOICE VOTE to accept and to authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds in the amount of \$258,705 and allocated by the Commonwealth for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond pursuant to any applicable statute in anticipation of reimbursement.

APPROVED BY VOICE VOTE to postpone consideration of **ARTICLES 11** and **18** until tomorrow night, or before Article 46.

ARTICLE 13

ARTICLE 13 INDEFINITELY POSTPONED (Town Office Moving Costs)

ARTICLE 14

APPROVED BY VOICE VOTE to raise and appropriate \$50,000 above the Fiscal Year 1998 Tax Levy to design, construct and furnish a new Senior Center, said appropriation to be contingent on the prior commitment by the Commonwealth of Massachusetts to pay the total expected cost of construction (about \$600,000) of the new Senior Center.

ARTICLE 15

ARTICLE 15 INDEFINITELY POSTPONED (Day School Addition Design)

ARTICLE 16

ARTICLE 16 INDEFINITELY POSTPONED by voice vote (Acquire Lind land on Marshall St.)

ARTICLE 17

ARTICLE 17 INDEFINITELY POSTPONED by voice vote (Acquire Boy Scout land on Boardman St.)

ARTICLE 19

ARTICLE 19 INDEFINITELY POSTPONED BY COUNTED VOTE Yes 69 No 51 (Hazardous waste collection)

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO ADJOURN THE MEETING UNTIL WEDNESDAY, MAY 28, 1997 AT 7:30 P.M. AT THE KING PHILIP HIGH SCHOOL AUDITORIUM The meeting adjourned at 11:15 p.m.

WEDNESDAY, MAY 28, 1997

There were a total of 153 voters in attendance. The meeting was called to order at 7:40 p.m.

ARTICLE 12

MOVED AND SECONDED to transfer \$115,000 from Free Cash and \$60,000 from Prison Mitigation Money, and \$45,000 from Overlay Surplus for a total of \$220,000 for the completion of the closure of Phase O of the Landfill in compliance with the Department of Environmental Protection requirements.

Substitute Motion to transfer \$115,000 from Free Cash and \$105,000 from Stabilization Fund for a total of \$220,000
DEFEATED BY VOICE VOTE

MAIN MOTION APPROVED BY VOICE VOTE.

ARTICLE 7

MOVED AND SECONDED to transfer \$5,000 from Overlay Surplus toward funding the purchase and equipping of a new ambulance allowing for trade in of old ambulance.

AMENDMENT MOVED AND SECONDED to transfer from the Stabilization Fund \$105,000 and \$5,000 from Overlay Surplus.

AMENDMENT APPROVED BY COUNTED VOTE
Yes 50 No 39

MAIN MOTION DEFEATED BY LACK OF 2/3 REQUIREMENT Counted vote Yes 52 No 38

ARTICLE 20

ARTICLE 20 INDEFINITELY POSTPONED BY VOICE VOTE (Aerial Mosquito Control)

ARTICLE 21

APPROVED BY UNANIMOUS VOICE VOTE to appropriate a sum of money for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the Massachusetts General Laws; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust or otherwise.

ARTICLE 22

APPROVED BY VOICE VOTE to transfer \$9,000 from Free Cash to the Planning Board to facilitate street acceptances of existing subdivision roads.

ARTICLE 23

APPROVED BY VOICE VOTE to transfer the sum of \$5,000 from Free Cash to fund legal and other consulting services, including costs incidental thereto, associated with the negotiation of Norfolk's cable television franchise license.

ARTICLE 24

ARTICLE 24 INDEFINITELY POSTPONED BY VOICE VOTE (Computer Needs Assessment)

ARTICLE 25

APPROVED BY VOICE VOTE pursuant to Massachu-

setts General Laws Chapter 44, Section 53E 1/2, to authorize the use of a revolving fund for the purpose of paying the expenses of snow removal from King Philip Regional school property within the Town of Norfolk; said fund to be credited with receipt of fees charged for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed \$5,000 in fiscal year 1998.

ARTICLE 26

APPROVED BY VOICE VOTE to reauthorize a Planning Board Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 from which to receive and disburse subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions and to authorize the Planning Board to pay such fees collected to the Town of Norfolk General Fund in an amount not to exceed \$40,000 during fiscal year 1998.

ARTICLE 27

APPROVED BY VOICE VOTE pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 to authorize the use of a revolving fund for the purpose of paying expenses related to the collection of parking ticket violations; said fund to be credited with receipts collected not to exceed \$1,000 in fiscal year 1998 under the direction of the Board of Selectmen.

ARTICLE 28

APPROVED BY VOICE VOTE to appropriate water receipts, not to exceed \$5,000 from Inspection Services under the Authority and direction of the Board of Water Commissioners and to authorize the use of a Revolving Fund, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, Chapter 44, Section 53E 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000.

ARTICLE 29

ARTICLE 29 INDEFINITELY POSTPONED BY VOICE VOTE (Fund for Ambulance Transport Services)

ARTICLE 30

APPROVED BY VOICE VOTE to amend the General Bylaws, Article 1, Town Meeting and Elections, by adding the following new Section 9:

- A. A full-time employee who is a Department Head or who is the designated spokesman of a Department Head may address the Town Meeting prior to any action on any Article which has been sponsored by or directly affects his/her Department notwithstanding his or her domicile or citizenship
- B. A consultant or other expert retained by a Department, Board, Commission, Committee or elected official may address the Town Meeting prior to any action on any Article related to the services performed by said consultant or other expert notwithstanding his/her domicile or citizenship.
- C. Any appointed Commission, Board or Committee member may address the Town Meeting prior to any action on any Article which has been sponsored by or directly affects his/her Commission, Board or Committee notwithstanding his/her domicile or citizenship.

ARTICLE 31

APPROVED BY VOICE VOTE to amend the general bylaws, Article 1, Town Meeting and Elections, by adding following new Section 8:

SECTION 8

- a. When a two-thirds (2/3) vote of town meeting quired by statute, the Moderator shall make a declaration of the vote and a count need not be
- b. If a vote so declared is immediately questioned by seven (7) or more voters, the Moderator shall verify it by polling the voters.

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO ADJOURN THE MEETING UNTIL TUESDAY, JUNE 6TH AT 7:30 PM AT KING PHILIP HIGH SCHOOL.

TUESDAY JUNE 6, 1997

The meeting was called to order at 7:40 p.m. There were 86 voters in attendance.

The Moderator read the following letter from the Norfolk American Legion Post #335

TO THE CITIZENS OF NORFOLK:

Your only local Veterans Group, The Norfolk Post of the National American Legion, wishes to congratulate the citizens of Norfolk, and in particular the Cemetery Department and volunteers who participated in the Memorial Platform and surround-

GENERAL GOVERNMENT

ing facets of the facility in the Norfolk Cemetery honoring Veterans of the Armed Forces and all Citizens who have worked for and suffered through national emergencies in service to our nation and its ability to avoid major conflicts on our soil.

Though most of us have suffered ancillary discomforts and sacrifices from world conflicts, our Armed Forces have kept most major conflict from occurring on our mainland. With support from our citizens at home, our forces have, for the most part, shielded us from most battles which might have escalated to our very backyards.

This edifice conveys the spirit of our people in remembering and appreciating these efforts.

It is with great respect and appreciation that our Norfolk Veterans thank Norfolk's people and leadership for erecting this monument. Our Town employees and leaders should be commended, in particular for extra effort in readying the facility in time for use on Memorial Day.

Your Veterans appreciate this dedication to our Veterans.

Sincerely,
George Clinton, Service Officer

The Moderator also noted that two flags had been donated to the town for use in the Cemetery: one by Paul Muliero in memory of his father Matthew who served in the Navy during World Wars I and II; one from Janet Prevett in memory of her husband Leo who served in the Navy in World War II.

ARTICLE 32

Planning Board Recommendation

Adds a description for "Wireless Communications Facility", adds a new Section in the B1 District (Town Center) by special permit for such uses, and adds a new Section 1.4.a.16. Regulation of Wireless Communication Facilities. In the Fall we did not support the article that was proposed relative to Telecommunications and Cellular Phone Towers because it was technically inadequate and recommended Indefinite Postponement. Nevertheless, Town Meeting voted to support the article which simply put a use in the B1 District to allow the use without safeguards. We believe that the current Article 32 addresses some of our prior concerns but again believe that the article as presented is inadequate. In this case, however, we support this article with the caveat that further safeguards should be instituted at the Fall Annual Town Meeting. We recommend the Board of Water Commissioners work with other Town agencies to present a more comprehensive and complete article for the Fall Town Meeting.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Zoning Bylaws of the Town as follows:

- 1. Add the following new definition to Section B, "Definition Section"

WIRELESS COMMUNICATIONS FACILITY shall mean a facility (with antennas, if any) designed to facilitate the following types of services; cellular telephone service, personal communications service, and extended specialized mobile radio service.

- 2. Add the following provision as Section 1.7.b **Special Permit Uses by the Zoning Board of Appeals.**

Telecommunications and cellular towers consisting of Wireless Communications Facilities on an existing structure, on property owned by the Town of Norfolk which is in the care, custody, management and control of the Board of Selectmen, the Board of Road Commissioners, or the Water Commissioners.

- 3. Add the following new Section 1.4.a.16 **Regulation of Wireless Communication Facilities**

Wireless Communications Facilities. Notwithstanding any language to the contrary in Sections 1.7.a Wireless Communications Facilities (including antennas, if any) may be erected in Town Center District (B-1) upon the issuance of a special permit by the Board of Appeals pursuant to applicable zoning bylaws. As part of any application for said special permit, applicants shall submit, at a minimum, the information required for site plan approval, as set forth in applicable zoning bylaws, as may be amended.

Applicants shall comply with all of the following conditions:

- 1. To the extent feasible, all network interconnections from the Wireless Communications Facility shall be via land lines.
- 2. Existing on-site vegetation shall be preserved to the maximum extent practicable.
- 3. The Wireless Communications Facility shall minimize, to the extent feasible, adverse visual effects on the environment. The Board of Appeals may impose reasonable conditions to ensure this result.
- 4. Traffic associated with the Wireless Communications Facility and accessory facilities shall not adversely affect abutting ways.

The following types of wireless communications towers are exempt from Section 1.7.b:

- a. Amateur radio towers used in accordance with the terms of any amateur radio service license issued by the Federal Communications Commission, provided that (1) the tower is not used or licensed for any commercial purpose, (2) the tower must have a cost of replacement value of less than \$10,000, and (3) the tower must be removed if the use is discontinued for six months, and
- b. Towers used for the purposes set forth in Massachusetts General Laws Chapter 40A, Section 3.

ARTICLE 33

Planning Board Recommendations - Amends the Schedule of Sign Regulations by adding to Section F.9.b.1. the words or one freestanding after the word "wall". This will allow either a free standing sign or a sign on a building for the purpose of advertising farm produce. The Planning Board recommends that this article be indefinitely Postponed as worded in the warrant. As worded the article provides no definition of limits for the free standing sign square feet and there are other safeguards that should be considered when putting a free standing sign in a residential area. These safeguards include but may not be limited to defining of size, illumination controls and restrictions on eligibility.

APPROVED BY VOICE VOTE to amend the Zoning Bylaw of the Town of Norfolk by deleting the current wording of Bylaw F.9.b.1.c.1 and substituting the following wording. One wall SIGN not to exceed 8 sq.ft., or one freestanding SIGN not to exceed 8' sq. ft. in area **per side** located on property whose primary use is for AGRICULTURAL purposes. Said sign shall be used for advertising the sale of AGRICULTURAL products or produce. If located in a residential zone signs are not to be illuminated.

ARTICLE 34

APPROVED BY VOICE VOTE to establish a workers compensation claims reserve fund in accordance with the provisions of Massachusetts General Laws, Chapter 40, Sections 13A and 13C as amended.

ARTICLE 35

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards.

ARTICLE 36

APPROVED BY VOICE VOTE to accept all State and

Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative or agency thereof and will not obligate or encumber any resident of the Town of Norfolk without a town meeting.

ARTICLE 37

MOVED and Seconded to acquire by donation, purchase or eminent domain land parcels or easements for the purpose of obtaining a secure and public right of way for the Miller Street bridge construction project.

Substitute Motion to omit the words "eminent domain"
APPROVED BY VOICE VOTE

New Main Motion **APPROVED BY VOICE** to acquire by donation, or purchase land parcels of easements for the purpose of obtaining a secure and public right of way for the Miller Street bridge construction project.

ARTICLE 38

MOVED AND SECONDED to authorize the Board of Selectmen to acquire by gift, eminent domain or otherwise such easements as may be necessary for drainage purposes and the laying out of public ways.

Amended Motion to omit words "eminent domain" **APPROVED BY VOICE VOTE**

NEW MAIN MOTION APPROVED BY VOICE VOTE

ARTICLE 39

ARTICLE 39 INDEFINITELY POSTPONED BY VOICE VOTE (Open Space)

ARTICLE 40

ARTICLE 40 INDEFINITELY POSTPONED BY VOICE VOTE (Surplus municipal land)

ARTICLE 41

APPROVED BY UNANIMOUS VOICE VOTE to transfer from Water Revenues to acquire by eminent domain additional land off Mill River road for a watershed and well from Mary U. Mikita, Trustee of Antimur Trust, and James H. Wyllie, and for expenses of taking and registration fees; to apply for and accept any State and Federal grants and reimbursements that become available therewith;

GENERAL GOVERNMENT

ARTICLE 42

APPROVED BY UNANIMOUS VOICE VOTE to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title land, so called, such sales to be made on behalf of the inhabitants of the Town of Norfolk, and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps, and auctioneers fees, if required;

ARTICLE 43

APPROVED BY VOICE VOTE to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town;

ARTICLE 44

APPROVED BY VOICE VOTE to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of revenue for the fiscal year beginning on July 1, 1997 in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 4, and to issue a note or notes therefore payable within one year and to renew any note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17.

ARTICLE 45

ARTICLE 45 INDEFINITELY POSTPONED (Bills of a Prior year)

ARTICLE 11

ARTICLE 11 INDEFINITELY POSTPONED BY VOICE VOTE (Pond St. Engineering)

ARTICLE 18

ARTICLE 18 INDEFINITELY POSTPONED (Medway St. Sidewalk)

ARTICLE 46

APPROVED BY VOICE VOTE to make the following transfers in the various departmental budgets for the Fiscal Year ending on June 30, 1997

from:

Acct Number	Acct Name	Amount
01.5122.1100	Selectmen's Salary	1,120.00

01.5122.3190	Audit	700.00
01.5122.8571	Potter Prop Maint/Disposal	136.71
01.5122.8720	Add'l Office Space	3,086.00
01.5152.4010	Personnel Bd Expenses	1,200.00
01.5162.1100	Elections Salary	225.00
01.5189.8599	Library Renovation TM 94	756.00
01.5189.8922	Lib/Pol/Fire Building TM 84	1,870.78
01.5210.1011	Police Salaries Encumbered	14,000.00
01.5210.8555	Rabies Inoculation - TM 94	600.00
01.5210.8709	Police Bulletproof Vests -TM 95	2,848.00
01.5231.3121	Ambulance Training & Tuition Encumbered	7,000.00
01.5241.1100	Building Dept. Salaries	565.00
01.5303.4010	Tri-County Assessment	1,153.00
01.5421.4011	Highway Expenses Encumbered	1,200.00
01.5420.8583	Highway Dump Trucks - TM 96	365.72
01.5491.8585	Cemetery Lawnmowers -TM 96	844.15
01.5543.7700	Veteran's Benefits	2,500.00
	Total	40,170.36

to:

Acct Number	Acct Name	Amount
01.5135.1100	Accounting Salaries	48.00
01.5162.4010	Election Expenses	225.00
01.5162.4027	Special Election Expense	3,500.00
01.5220.1100	Fire Salaries	20,000.00
01.5230.1100	Ambulance Salaries	3,200.00
01.5220.4010	Fire Expenses	1,200.00
01.5421.4010	Building Dept Expenses	565.00
01.5293.1100	Animal Control Salaries	520.00
01.5423.4010	Snow & Ice	10,912.36
	Total	40,170.36

ARTICLE 47

APPROVED BY VOICE VOTE appropriate to the Stabilization Fund, established pursuant to the provisions of Chapter 40, Section 5B of Massachusetts General Laws an amount equal to the difference between the amount of the Town is authorized to levy for FY 1998 Real Estate and Personal Property Taxes and the sum of all amounts to be so levied excepting said appropriation, it being the intent of this Town Meeting for these purposes to use its authority to appropriate such sums as will levy taxes to the maximum limit authorized by proposition 2 1/2 so called, for FY 1998.

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO DISSOLVE THIS TOWN MEETING. The meeting was dissolved at 10 PM.

NOTE: the Bylaw changes approved at this town meeting were approved by the Attorney General effective October 24, 1997.

**SPECIAL ELECTION
WEDNESDAY, JULY 1, 1997**

Pursuant to the duly posted and distributed Warrant for a Special Town Election, the inhabitants of Precincts 1, 2 and 3 of the Town of Norfolk, qualified to vote in town affairs, assembled in MacBride Auditorium in the Freeman Centennial Elementary School on Tuesday, July 1, 1997.

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 1,555 voters (33% of those eligible) cast their ballots, with the following result:

Question 1

Shall the Town of Norfolk be allowed to assess an additional \$156,448 in real estate and personal property taxes for the purposes of the Norfolk Elementary School for the fiscal year beginning on July first, nineteen hundred and ninety seven?

YES	864
NO	690
Blank	1
TOTAL	1,555

**FALL TOWN MEETING
NOVEMBER 18, 1997**

MINUTES

The Meeting was called to order at 7:35 p.m. on Tuesday, November 18, 1997 at the King Philip High School Auditorium. Trumpeter George Clinton played the National Anthem, accompanied by pianist Charles Stacey of Wrentham. The Moderator introduced the Town Clerk, Finance Director, Town Administrator, Board of Selectmen, Town Counsel, and the Advisory Board Chairman, who in turn introduced the members of his board. There were 221 voters and 14 non-voters in attendance.

APPROVED BY VOICE VOTE TO WAIVE THE READING OF THE WARRANT AND RETURN OF THE WARRANT.

ARTICLE 1.

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaw, Article XIV, Fringe Benefits, Section 3 by deleting sub-section 3 (b) in its entirety and replace it as follows:

If any of the above holidays should fall on a normal day off, an additional days pay or additional day off shall be given, subject to the approval of the department head. If any of the

above holidays should fall on a Saturday, the Friday preceding the holiday shall be granted off as provided herein.

ARTICLE 2

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaw, Article XX, Suspensions, be deleting in its entirety, and replace it as follows:

XX. Suspensions

Suspensions are to be implemented only in extremely serious situations and/or when time is needed to gather information to determine the facts in a situation. A suspension of 5 working days or less may be implemented, with or without pay, in the Supervisors judgment. All suspensions shall be consistent with Article XXIII (B) Dismissal with Notice.

The Personnel Board must be notified in writing at the beginning of the suspension period. Notification shall include the reason, duration, and type of suspension implemented.

ARTICLE 3

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaw by deleting the Calendar on page 3 in its entirety and replace it as follows:

CALENDAR

Anytime	Requests for Classification of New Positions
March	Performance Appraisals completed and original sent to Personnel Board no later than 3/31 Public Hearing by Personnel Board for all changes proposed on the Annual Town Meeting Warrant
April	Notification of response to Performance Appraisals (when appropriated)
July	Longevity paid
September	Public Hearing by Personnel Board for all changes proposed on the Fall Town Meeting Warrant
December	Requests for re-classification and/or re-evaluation of positions, approved by the Department Head, must be received by 12/31 in order to be considered for the upcoming Annual Town Meeting.

ARTICLE 4

APPROVED BY VOICE VOTE to amend the Town of

GENERAL GOVERNMENT

Norfolk Personnel Bylaw Article VI New Personnel by deleting Section B. Hiring New Employees in its entirety and replace it as follows:

B. Hiring New Employees

All new employees are to be hired at Step 1, 2, or 3 in accordance with their experience and qualifications, at the discretion of the hiring supervisor. If the applicant is found to possess an experience level or other qualifications that warrant a higher compensation level, the facts are to be presented to the Personnel Board for review and approval. If a new employee is hired at a step level above Step 1, step increases will only occur on an annual basis. The probationary period requirements, as outlined in the Probationary Section of this bylaw apply.

ARTICLE 5.

APPROVED BY VOICE VOTE to transfer \$130,151 from Free Cash and the proceeds from the trade-in of the present Ambulance to purchase and equip a new ambulance for the Fire Department.

The Moderator has been requested to defer action on Article 6 until after Article 62.

There were no objections from the Town Meeting members.

ARTICLE 7

APPROVED BY UNANIMOUS VOICE VOTE to acquire by donation, purchase or eminent domain land parcels or easements for the purpose of obtaining a secure and public right of way for the Miller Street Bridge construction project, and to transfer from Additional Lottery Aid \$1.00 for said purchase.

ARTICLE 8

APPROVED BY VOICE VOTE DECLARED BY THE MODERATOR AS A 2/3 VOTE to acquire by donation, purchase or eminent domain land parcels or easements for the purpose of obtaining a secure and public right of way for the Main Street Intersection Reconstruction project, and transfer from Additional Lottery Aid \$1.00 for said purpose.

ARTICLE 9.

APPROVED BY UNANIMOUS VOICE VOTE pursuant to the provisions of Massachusetts General Laws Chapter 40, Section 15A, to transfer from the School Committee to the Board of Selectmen control of a certain piece or parcel of land, containing 10,054 square feet of land more or less, shown as Septic Easement on a plan entitled Easement Plan Norfolk, Mass., dated July 12, 1996, by GLM Engineering Consultants, Inc., a

copy of which is on file in the office of the Town Clerk, to enable the Selectmen to sell Easement Rights.

ARTICLE 10

APPROVED BY MAJORITY VOICE VOTE DECLARED BY THE MODERATOR that pursuant to the provisions of Massachusetts General Laws Chapter 40, Section 3, to authorize the Board of Selectmen to grant to GMS, Inc., a Massachusetts corporation having a usual place of business in Norfolk, Norfolk County, Massachusetts, its successors and/or assigns, a perpetual right and easement to use and maintain that certain septic system presently installed in and under that piece of land, containing 10,054 square feet of land more or less, shown as Septic Easement on a plan entitled Easement Plan Norfolk, Mass., dated July 12, 1996, by GLM Engineering Consultants, Inc., a copy of which is on file in the Office of the Town Clerk, together with the right to enter upon said premises, at any time that it may see fit, for the purpose of maintaining, cleaning, repairing and re-installing said septic system and taking whatever action is deemed necessary for the maintenance and continued use of said septic system for the benefit of the premises situated at 24 Rockwood Road, Norfolk, Norfolk County, Massachusetts;

ARTICLE 11

APPROVED BY VOICE VOTE to rescind the unissued balances of these bonds or notes authorized by votes of town meetings for water purposes:

Town Meeting Date	Article	Amount to be Rescinded
November 16, 1994	36	211,919.00
May 23, 1995	23	26,354.00
November 21, 1995	16	627,000.00
November 19, 1996	40	18,845.00

ARTICLE 12

APPROVED BY UNANIMOUS VOICE VOTE to appropriate \$900,000 to replace 7,260 feet of water main in Union Street from Diamond Street to North Street, in King Street from Union Street to King Philip North Junior High School, in North Street from Union Street to Union Street, in Mirror Lake Avenue in Shear Street, in Ash Road, and this appropriation of \$100,000 be transferred from Water Department Retained Earnings, and that the Treasurer with the approval of the Selectmen, be authorized to borrow \$800,000 under the provisions of Chapter 44, Section 8(5) of the General Laws of Massachusetts, or any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 13

ARTICLE 13 INDEFINITELY POSTPONED BY VOICE VOTE (Temporary Political Signs)

ARTICLE 14

APPROVED BY VOICE VOTE to amend its Bylaws, Article IX Sign Regulations, Section 5 by adding to Section 5.e after the words "Norfolk Fire Department" the words "or by a qualified installer approved by the Board of Selectmen".

ARTICLE 15

APPROVED BY VOICE VOTE to transfer the sum of \$1,862.50 from the Wetland Protection Fund to the Wetland Protection Expense Account.

ARTICLE 16

APPROVED BY VOICE VOTE to transfer from 1997-1998 Fiscal Year budgets:

01.5302.4010	King Philip Regional School	34,513
01.5299.8578	Fire/Police Station Ceiling Tiles	3,500
	Total	38,013

and to transfer to 1997-1998 Fiscal Year Budgets:

01.5151.3090	Town Counsel (Litigation)	1,500
01.5158.4010	Tax Title Foreclosure	17,903
01.5162.4027	Special Elections	2,000
01.5231.4010	Ambulance Expenses	3,000
01.5220.1100	Fire Department Salaries	6,525
01.5220.8172	Fire Department Bay Exhaust	3,500
01.7701.0815	School Special Needs Equipment	3,585
	Total	38,013

ARTICLE 17

APPROVED BY UNANIMOUS VOICE VOTE to transfer from Fiscal Year 1997-1998 Additional Lottery Aid the amount of \$12,096.25 to pay a prior year bill for Tax Title services rendered as of June 30, 1997.

ARTICLE 18

APPROVED BY VOICE VOTE to transfer from Fiscal Year 1997-1998 Additional Lottery Aid the amount of \$11,000 to be used to settle a legal claim.

ARTICLE 19

APPROVED BY VOICE VOTE to amend Article X, Section 26 of its Bylaws by deleting the words "Building Inspector" and replacing these with the words "Highway Superintendent", so the sentence reads: No driveway or other access to a public street shall be constructed or altered at the point of in-

tersection with such street unless a written permit is first obtained from the Highway Superintendent.

ARTICLE 20

Planning Board Recommendation - Adds to Section E.1.c.2. LOT Width, the requirement that no lot be narrower than 50' between the frontage and the rear of the dwelling. Only the first paragraph of the article should be part of the motion as a sentence was inadvertently omitted from the second paragraph. With the change as noted, the Planning Board supports passage of this article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaw by adding the following sentence to Section E.1.c.2. LOT Width "No lot shall be narrower than 50 feet at any point between the frontage and the rear of the dwelling.

ARTICLE 21

Planning Board Recommendation Adds to Section E.1.c.4 the requirement that lots be no narrower than the Minimum frontage through the added requirement lot width circle. The Planning Board supports passage of this article. This is intended to provide a mechanism, along with the Build Factor, to reduce the potential for odd shaped lots by requiring a minimum width of lots which is called the "required circle". As a result of discussion during the public hearing, we recommend adding to Article 21, a definition for the following: "required circle is defined as a circle with a diameter equal to the minimum FRONTAGE.

MOVED and Seconded to amend the Norfolk Zoning Bylaw by changing Section E.1.c.4. by adding the following sentence to the end of the section: No lot shall be narrower than its minimum frontage between such right-of-way line and the required circle. Required Circle is defined as a circle with a diameter equal to the minimum FRONTAGE.

The Section will read now as follows:

E.1.c.4. The minimum LOT width shall be maintained from the FRONTAGE line to the front YARD setback line. No lot shall be narrower than its minimum frontage between such right of way line and the required circle.

Required Circle is defined as a circle with a diameter equal to the minimum FRONTAGE.

MOTION to Amend by adding the words "and tangent to the frontage" **DEFEATED BY COUNTED YES 23, NO 73**

MAIN MOTION APPROVED BY VOICE VOTE DECLARED AS 2/3 by the Moderator

GENERAL GOVERNMENT

ARTICLE 22

Planning Board Recommendation - Changes Section E.1.b "Schedule of Dimensional Requirements" by adding a new column Lot Width Circle Diameter (in feet)". The Planning Board supports passage of this article which places Required Circle" into the Dimensional Table.

APPROVED BY VOICE VOTE DECLARED AS 2/3 BY THE MODERATOR to amend the Norfolk Zoning Bylaw, Section E.1.b. Schedule of Dimensional Requirements by adding a new column entitled Lot Width Circle that will pertain all the residential districts so that the Schedule of Dimensional Requirements will now read as follows:

E.1.b. Schedule of Dimensional Requirements

District	Minimum Lot Size (sq. ft.)	Minimum Frontage (in feet)	Lot Width Circle Diameter (in feet)	Minimum Yard Setback (in feet)			Maximum Lot Coverage*	Maximum Building Height	
				Front	Side	Rear		Stories	Feet
Residence 1	30,00	150	150	50	25	25	25%	2-1/2	35
Residence 2	43,560	200	200	50	25	25	25%	2-1/2	35
Residence 3	55,000	200	200	50	25	25	25%	2-1/2	35
Business 2-4	30,000	150		25	25	25	30%		40
Commercial 2,3,5	30,000	150		50	25	25	30%**		40
HM & PO	30,000	150		50	25	25	30%**		40

* Including ACCESSORY BUILDINGS.
 ** 60% when PARKING AREAS are included.

ARTICLE 23

Planning Board Recommendation: The Planning Board is requesting this article be indefinitely postponed as the digital zoning map is not yet available.

ARTICLE 23 INDEFINITELY POSTPONED (DIGITAL MAP)

ARTICLE 24 WILL BE DISCUSSED AFTER ARTICLE 31

ARTICLE 25

Planning Board Recommendation - Deletes current Section D.1.e and D.1.f. and adds new Section D.1.e. Buffer/Green Belt/Landscaping in Non-Residential Districts. Primarily a condensing and rearrangement of the current Sections D.1.e and D.1.f. The Planning Board supports this article, which rearranges and relocates Zoning bylaw sections dealing with buffer/green belt/landscaping for business and commercial districts.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Town of Norfolk Zoning Bylaws by deleting the current Sections D.1.e. and D.1.f. in their entireties and substituting a new Section D.1.e. as printed in the Warrent (Language follows).

D.1.e. Buffer/Green Belt/Landscaping Requirements in Non-Residential Districts.

D.1.e.1. All outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be enclosed by a fence of solid and uniform appearance not less than six feet in height or a tight and well maintained evergreen hedge which shall attain a height of not less than six feet, in order to conceal such uses from adjoining properties. Such facilities shall be located to the side and/or rear of the BUILDING to which it is accessory, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.

D.1.e.2. In the B2-B4 and HM & PO Districts, no BUILDING or STRUCTURE shall be located less than 50 feet from a Residential District. In the C2,C3 and C5 Districts, no BUILDING or STRUCTURE shall be located less than 150 feet from a Residential District. In the B2-B4, HM & PO, C2, C33, and C5Districts, no use (including PARKING AREAS, driveways,

vehicle circulation areas or other vehicle access ways) shall be located less than 50 feet from a Residential District.

D.1.e.3. In the B2-B4 and HM & PO Districts, a green belt shall be provided on any LOT that abuts a Residential District should any use on said LOT (including any BUILDINGS, STRUCTURES, driveways, PARKING AREAS, vehicle circulation areas or other vehicle access ways) be located less than 100 feet from the Residential District. In the C2, C3 and C5 Districts, a green belt shall be provided on any LOT that abuts a Residential District. Such a green belt shall:

- D.1.e.3.a. Be located on the non-residential LOT along the shared property line.
- D.1.e.3.b. Have a minimum depth from the shared property line of 30 feet.
- D.1.e.3.c. Be used for no purpose other than planting and/or sidewalks.
- D.1.e.3.d. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section D.1.e.3., provided that the intent of Section D.1.e.3. is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the STRUCTURE.

- D.1.e.4. Landscaping Requirements: For each foot of FRONTAGE the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

ARTICLES 26, 27 AND 28

Planning Board Recommendations: Article 26, Article 27, Article 28 makes changes and adds to current Section 1.4.b.1 (B-1 District Town Center), J.4.b.1. (District Routes 115/1A) and K.4.b.1 (C-4 Mixed Use District, Routes 115/Holbrook Street): The Planning Board supports these articles which place Buffer/Green Belt/Landscaping requirements into each of the aforementioned zoning bylaw sections.

ARTICLE 26

APPROVED BY UNANIMOUS VOICE VOTE to amend the Town of Norfolk Zoning Bylaws by making the changes and additions to Section 1.4.b.1. (B-1 District Town Center) as printed in the Warrant. (Language follows)

Renumber Section 1.4.b.1.a. to Section 1.4.b.1.A., delete it in its entirety and replace with the following:

1.4.b.1.A. No BUILDING, STRUCTURE, Use, PARKING AREA, driveway, vehicle circulation area, or other vehicle access way shall be located less than 50 feet from the Residential District.

- 2. Renumber Section 1.4.b.1.b. to Section 1.4.b.1.B., Delete it in its entirety and replace with the following:

1.4.b.1.B. All outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be screened from view with a solid fence a STRUCTURE and located to the rear of the building to which it is accessory. The fence shall be of reasonable height, a minimum of 6 feet, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.

- 3. Add a new Section 1.4.b.1.C. as follows:

1.4.b.1.C. A green belt shall be provided on any LOT that abuts a Residential District should any use on said LOT (including any BUILDINGS, STRUCTURES, PARKING AREAS, driveways, vehicle circulation areas or other vehicle access ways) be located less than 100 feet from the Residential District. Such green belt shall:

- 1.4.b.1.C.1. Be located on the non-residential LOT along the shared property line.
- 1.4.1.C.1. Have a minimum depth from the shared property line of 30 feet.
- 1.4.b.1.C.3. Be used for no purpose other than planting and/or sidewalks.
- 1.4.b.1.C.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

GENERAL GOVERNMENT

In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section 1.4.b.1.C., provided that the intent of Section 1.4.b.1.C. is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the STRUCTURE.

4. Add a new Section 1.4.b.1.D. as follows:

1.4.B.1.D. Landscaping Requirements: For each foot of FRONTAGE the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

Section 1.4.b.1. will now read as follows:

1.4.b.1. General Requirements

1.4.b.1.A. No BUILDING, STRUCTURE, Use, PARKING AREA, driveway, vehicle circulation area, or other vehicle access way shall be located less than 50 feet from the Residential District.

1.4.b.1.B. All outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be screened from view with a solid fence STRUCTURE and located to the rear of the building to which it is accessory. The fence shall be of reasonable height, a minimum of 6 feet, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.

1.4.b.C. A green belt shall be provided on any LOT that abuts a Residential District should any use on said LOT (including any BUILDINGS, STRUCTURES, PARKING AREAS, driveways, vehicle circulation areas or other vehicle access ways) be located less than 100 feet from the Residential District. Such green belt shall:

1.4.b.C.1. Be located on the non-residential LOT along the shared property line.

1.4.b.1.C.2. Have a minimum depth from the shared property line of 30 feet.

1.4.b.1.C.3. Be used for no purpose other than planting and/or sidewalks.

1.4.b.1.C.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site plan Approval process, to waive strict compliance with Section 1.4.b.1.C., provided that the intent of Section 1.4.b.1.C. is met. If such a waiver is granted, the Planning Board shall in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the STRUCTURE.

1.4.b.1.D. Landscaping Requirements: For each foot of FRONTAGE the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

ARTICLE 27

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws by making the following changes and additions to Section J.4.b.1. C-District - (Routes 115/1A).

1. Renumber Section J.4.b.1.(A). to Section J.4.b.1.A. delete it in its entirety, and replace with the following:

J.4.b.1.A. LOTS that abut a property with a residentially occupied BUILDING shall provide on the commercially used LOT a green belt buffer of evergreen trees or shrubs along the property line in a single row. The plants shall be no less than 6 feet in height at the time of planting, be located six feet on center and continuously maintained. A green belt shall be provided on any LOT that abuts a Residential District. Such green belt shall:

J.4.b.1.A.1. Be located on the non-residential LOT along the shared property line.

J.4.b.1.A.2. Have a minimum depth from the shared property line of 30 feet.

J.4.b.1.A.3. Be used for no purpose other than planting and/or sidewalks.

J.4.b.1.A.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in

two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section J.4.b.1.A., provided that the intent of Section J.4.b.1.A. is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the **STRUCTURE**.

2. Renumber Section J.4.b.1.(B) to Section J.4.b.1.B., delete it in its entirety and replace with the following:

J.4.b.1.B. **OUTDOOR STORAGE** shall be permitted as follows:

- 1) Automobile and Light Truck Class 1 Sales displayed a minimum of 20 feet from the front LOT LINE and in no way obstructing vehicle sight lines.
- 2) **RETAIL NURSERY** plant stock displayed a minimum of 20 feet from the front LOT LINE and in no way obstructing vehicle sight lines.
- 3) All other outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be screened from view with a solid fence **STRUCTURE** and located to the side and/or rear of the **BUILDING** to which it is accessory. The fence shall be of reasonable height, a minimum of six (6) feet, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.

3. Renumber Section J.4.b.1.(C). to Section J.4.b.1.C.

4. Add a new Section J.4.b.1.D. as follows:

J.4.b.1.D. No **BUILDING** or **STRUCTURE** shall be located less than 150 feet from a Residential District and no use (including **PARKING AREAS**, driveways, vehicle circulation areas or other vehicle accesss ways) shall be located less than 50 feet from a Residential District.

5. Add a new Section J.4.b.1.E. as follows:

J.4.b.1.E. Landscaping Requirements: For each foot of **FRONTAGE** the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

Section J.4.b.1. will now read as follows:

J. 4.b.1. General Requirements:

J.4.b.1.A. **LOTS** that abut a property with a residentially occupied **BUILDING** shall provide on the commercially used **LOT** a green belt buffer of evergreen trees or shrubs along the property line in a single row. The plants shall be no less than 6 feet in height at the time of planting, be located six feet on center and continuously maintained.

A green belt shall be provided on any **LOT** that abuts a Residential district. Such green belt shall:

- J.4.b.1.A.1. Be located on the non-residential **LOT** along the shared property line.
- J.4.b.1.A.2. Have a minimum depth from the shared property line of 30 feet.
- J.4.b.1.A.3. Be used for no purpose other than planting and/or sidewalks.
- J.4.b.1.A.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section J.4.b.1.A., provided that the intent of Section J.4.b.1.A. is met. If such a waiver is granted, the Planning Board shall, in ins Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the **STRUCTURE**.

J.4.b.1.B. **OUTDOOR STORAGE** shall be permitted as follows:

- 1) Automobile and Light Truck Class 1 Sales displayed a minimum of 20 feet from the front **LOT LINE** and in no way obstructing vehicle sight lines.

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- 2) RETAIL NURSERY plant stock displayed a minimum of 20 feet from the front LOT LINE and in no way obstructing vehicle sight lines.
- 3) All other outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be screened from view with a solid fence STRUCTURE and located to the side and/or rear of the BUILDING to which it is accessory. The fence shall be of reasonable height, a minimum of six (6) feet, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.
- J.4.b.1.C. Any use, except those listed in Section D.1.c. of this zoning bylaw, FARMER'S MARKETS, and Open Space, Village Greens and Squares, shall have a BUILDING with a minimum FOOTPRINT of 2,000 square feet.
- J.4.b.1.D. No BUILDING or STRUCTURE shall be located less than 150 feet from a Residential District and no use (including PARKING AREAS, driveways, vehicle circulation areas or other vehicle access ways) shall be located less than 50 feet from a Residential District.
- J.4.b.1.E. Landscaping Requirements: For each foot of FRONTAGE the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.
- 1) RETAIL NURSERY plant stock displayed a minimum of 20 feet from the front LOT line and in no way obstructing vehicle sight lines.
- 2) All other outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be screened from view with a solid fence STRUCTURE and located to the side and/or rear of the BUILDING to which it is accessory. The fence shall be of reasonable height, a minimum of six (6) feet, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.
3. Renumber Section K.4.b.1.(C). to Section K.4.b.1.C.
4. Renumber Section K.4.b.1.(D). to Section K.4.b.1.D. delete it in its entirety and replace with the following:
- K.4.b.1.D. A green belt shall be provided on any commercially used LOT that abuts a Residential District or a LOT with a residentially occupied BUILDING. A green belt shall be provided on any LOT having an ASSISTED LIVING FACILITY. Such green belt shall:
- K.4.b.1.D.1. Be located on the LOT along the shared property line.
- K.4.b.1.D.2. Have a minimum depth from the shared property line of 50 feet.
- K.4.b.1.D.3. Be used for no purpose other than planting and/or sidewalks.
- K.4.b.1.D.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

ARTICLE 28

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws by making the following changes and additions to Section K.4.b.1. (C-4 Mixed Use District -Routes 115 and Holbrook Street). (Language follows)

1. Renumber Section K.4.b.1.(A). to Section K.4.b.1.A., delete it in its entirety and replace with the following:

K.4.b.1.A. No Commercial BUILDING, STRUCTURE, use, PARKING AREA, driveway vehicle circulation area or other vehicle access way shall be located within 50 feet of a residentially occupied BUILDINGS property or LOT line within 50 feet of a Residential District.

2. Renumber Section K.4.b.1.(B) to Section K.4.b.1.B., delete it in its entirety and replace with the following:

K.4.b.1.B. OUTDOOR STORAGE shall be permitted as follows:

5. Renumber Section D.4.b.1.(E). to Section K.4.b.1.E.

6. Add a new Section K.4.b.1.F. as follows:
- K.4.b.1.F. Landscaping Requirements: For each foot of FRONTAGE the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

Section K.4.b.1. will now read as follows:

- K.4.b.1. General Requirements
- K.4.b.1.A. No Commercial BUILDING, STRUCTURE, use, PARKING AREA, driveway vehicle circulation area or other vehicle access way shall be located within 50 feet of a residentially occupied BUILDINGS property or LOT line within 50 feet of a Residential District.
- K.4.b.1.B. OUTDOOR STORAGE shall be permitted as follows:

1) RETAIL NURSERY plant stock displayed a minimum of 20 feet from the front LOT line and in no way obstructing vehicle sight lines.

2) All other outdoor facilities for the storage of fuel, refuse, materials and/or equipment shall be screened from view with a solid fence STRUCTURE and located to the side and/or rear of the BUILDING to which it is accessory. The fence shall be of reasonable height, a minimum of six (6) feet, and the enclosure shall not exceed 1,000 square feet in area except by Special Permit from the Planning Board.

- K.4.b.1.C. Any use, except those listed in Section D.1.c. (public, religious, educational, etc.) of this zoning bylaw, FARMER'S MARKETS, Open Space, Village Greens and Squares, shall have a BUILDING with minimum FOOTPRINT of 1,000 square feet.
- K.4.b.1.D. A green belt shall be provided on any commercially used LOT that abuts a Residential District or a LOT with a residentially occupied BUILDING. A green belt shall be provided on any LOT having an ASSISTED LIVING FACILITY. Such green belt shall:
- K.4.b.1.D.1. Be located on the LOT along the shared property line.
- K.4.b.1.D.2. Have a minimum depth from the shared property line of 50 feet.

- K.4.b.1.D.3. Be used for no purpose other than planting and/or sidewalks.
- K.4.b.1.D.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

In those circumstances where an effective screen of existing plantings already provide an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section K.4.b.1.D., provided that the intent of Section K.4.b.1.D. is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the STRUCTURE.

K.4.b.1.E. All YARD setbacks are to be measured from the LOT lines.

K.4.b.1.F. Landscaping Requirements: For each foot of FRONTAGE the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

ARTICLE 29

Planning Board Recommendation - Provides a 10' Tree Preservation Zone at the frontage of lots by adding to section D.1.f. or creates a new Section D.1.g. depending on action on previous articles and adds a new Section G.2.a. regarding "Tree Preservation Zone". The Planning Board supports this article which requires a minimal number of trees over 3" in diameter be kept when houses are built on lots either on existing Town Ways or on subdivision streets.

APPROVED BY VOICE VOTE DECLARED AS 2/3 BY THE MODERATOR to amend the Norfolk Zoning Bylaws Section D.1.f. or to create a new Section D.1.g., as appropriate, which shall read as follows:

D.1.f. (Or D.1.g.) Tree Preservation Zone. On properties under construction in the R1 - R3 Districts, 33% of the existing trees that are 3 inches in diameter and larger and located within a depth of 10 feet from the STREET right of way along the front LOT LINE(S) shall be preserved. This requirement may be waived by the Building Commissioner where significant grading for the construction of the public or access roadway is required. This requirement shall remain in effect until the occupancy permit for the DWELLING is issued.

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And to add a new Section G.2.a. to read as follows:

G.2.a. For LOTS under construction in the R1-R3 Districts, the plan shall also show the location of all trees 3 inches in diameter and larger within the Tree Preservation Zone (D.1.G. or D.1.f.). Those trees to be preserved shall be indicated as such on the plan.

ARTICLE 30

Planning Board Recommendation -Deletes Section F.7.d (Parking Requirements as is now included in previous articles.) Since Articles 25-28 have passed, the Planning Board supports passage of this article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws by deleting F.7.d.(Parking Requirements) in its entirety and substituting the following:

This section reserved for future amendment.

ARTICLE 31

Planning Board Recommendation -Removes citing of Sections D.1.e. and D.1.f. from Section F.7.m (Parking Requirements) and rewords same. The Planning Board supports this article as the references being deleted, which deal with landscaping, is covered elsewhere in action already taken in Articles 15-19; however, we recommend amending this article because we believe that parking lot tree planting should not be counted as part of other landscaping requirements. We recommend that the proposed article be amended such that "Notwithstanding any contrary provisions of the zoning Bylaw, parking . . . "is substituted with" in addition to landscaping required in other sections of this bylaw parking . . ."

APPROVED BY VOICE VOTE AS 2/3 BY THE MODERATOR to amend the Norfolk Zoning Bylaws Section F.7.m (Parking Requirements) by deleting the words: In addition to landscaping required by this bylaw under Section D.1.e. and Section D.1.f... and replacing them with the following: Notwithstanding any contrary provisions of the zoning bylaw... so that Section F.7.m will read as follows:

Notwithstanding any contrary provisions of the zoning bylaw, parking lots containing 10 or more spaces shall have at least one tree per 8 parking spaces, such trees to be located either with the lot or within 5 feet of it. Such trees shall be at least 2" trunk diameter, with not less than 40 square feet of unpaved soil or other permeable surface area per tree.

Substitute Motion to add the words "or fraction thereof" following "8 parking spaces"

Defeated by Voice Vote

ARTICLE 24

Planning Board Recommendation - Adds Section "D.1.e. Buffer/Green Belt/Landscaping in Non-Residential District" to those sections superseded in Sections I.2., J.2., and K.2. The Planning Board supports this article but recommends action on it be postponed until later in the Town Meeting after other articles dealing with Buffer/Green Belt/Landscaping are acted upon.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Sections I.1., J.2., and K.2. by adding Section D.1.e. Buffer/Green Belt/Landscaping Requirements in Non-Residential Districts; to the list of those sections that are superseded.

ARTICLE 32

Planning Board Recommendation - Adds a definition to Section B. for Affordable Housing Development and adds a new Section H.3. entitled "Affordable Housing Development" which allows a 20% greater density with a percentage of dwellings to be set aside for low to moderate income families in all residential zoning districts by Special Permit. The Planning Board supports this article, which is intended to fulfill the housing goals of the Master Plan by limiting Affordable Housing Developments to residential districts while at the same time leaving available for future use "Business and Commercial property for economic development purposes. The Planning Board believes that amendments should be made to this article and will make our recommendation regarding potential amendments at Town Meeting.

MOTION Made and Seconded with many changes from language printed in the Warrant.

Substitute Motion presented by the Planning Board - a hand-out not previously available. **DEFEATED BY VOICE VOTE.**

SUBSTITUTE MOTION to defer consideration of Article to the end of the Town Meeting. **APPROVED BY VOICE VOTE**

ARTICLE 33

Planning Board Recommendation - Adds prohibited uses to Section K.1.c.4 District (Route 115/1A) by adding Section 7.c Prohibited Uses This Article adds Prohibited Uses in the use table in the C4 District prohibited uses. The Planning Board supports this article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaw by adding a new Section K.7.c. to read as follows:

K.7.c Prohibited Uses in the C-4 District except as expressly exempt from restriction by Statute.

- Aviation Field;
- Adult Business;
- Class 3 Operations or Sales;
- Commercial Composting;
- Dry Cleaning or Power Laundry;
- Massage Parlors;
- Power Generating Plant Generating More than 1500 Kilowatts of Electricity;
- Foundation or Cellar Hole for Residence;
- Hazardous Waste Treatment Facility;
- Noncommercial Riding Stable;
- Nonprofit General Acute Care Hospital;
- Outdoor Business;
- Outdoor Commercial Vehicle Storage;
- Scrap Yards;
- Truck Terminal or Motor Freight Station.

ARTICLE 34

Planning Board Recommendation - Changes parking requirements for bench seating in Section F.7.b.a The Planning Board supports this article. This article changes the required number of parking spaces for bench seating from 1 space per linear foot of bench seating to 1 space per 6 linear of bench seating, which we believe to be more practical number of spaces to require.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Section F.7.b.8. by changing the minimum number of parking spaces from, 1 per linear ft. of bench seating or 1 per 4 seats to, 1 per 6 linear ft. of bench seating or 1 per 4 seats

ARTICLE 35

Planning Board Recommendation Changes Section H.2.g.2. to clarify and require that Landscape Architect prepare definitive Open Space Preservation Subdivision plans. The Planning Board supports this article. This requirement was previously implied.

APPROVED BY UNANIMOUS VOICE VOTE DECLARED TO BE A 2/3 VOTE BY THE MODERATOR to amend the first paragraph of Norfolk Zoning Bylaws Section H.2.g.2. Special Permit/Definitive Plan by deleting the existing Section H.2.g.2. which reads as follows: If the concept/preliminary plan is approved for an Open Space Preservation development, the APPLICANT shall submit a Special Permit application and a Definitive Plan in conformity with the requirements and procedures for definitive plan submission and review under the Subdivision Rules and Regulations of the Planning Board and substituting there with the following new first paragraph of Section H.2.g.2. to read as follows:

H.2.g.2. Special Permit/Definitive Plan

If the concept/preliminary plan is approved for an Open Space Preservation development, the APPLICANT shall submit a Special Permit application and a Definitive Plan which have been prepared and stamped by a professional landscape architect in addition to a civil engineer of land surveyor in conformity with the requirements and procedures for definitive plan submission and review under the Subdivision Rules and Regulations of the Planning Board.

ARTICLE 36

Planning Board Recommendation - Adopts a new Aquifer and Water Resource Protection Map under Section D.4.d.2. This article, which adopts a new Zone II of the Gold Street well, is supported by the Planning Board. The basis for the newly defined Zone II is through hydrological testing rather than the existing Zone II which is a half mile radius of the well.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws Sections D.4.d.2. by deleting the current Section D.4.d.2. in its entirety and substituting the following new Section D.4.d.2. to read as follows:

D.4.d.2. The boundaries of the Water Supply Protection District are delineated on a map at a scale of 10inch = 1000 feet. This map, as it may be amended from time to time, is entitled, Aquifer and Water Resource Protection Map - Town of Norfolk, MA is dated August 20, 1997, is on file in the office of the Town Clerk, and is hereby made a part of this Bylaw. These boundaries reflect the best hydrologic information available as of the date of the map(s). In the event of a discrepancy between the map and the

ARTICLE 37

Planning Board Recommendation - Changes Section D.3.e.1.F. Watershed Protection District by specifying that expansions do not violate underlying zoning district requirements. The Planning Board supports this article which clearly states that zoning setbacks must be met. This currently is implied.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaw Section D.3. Watershed Protection District as follows: By changing Section D.3.c.1.f. by adding to the end of the section, the following words: and such expansion does not violate the requirements of the underlying district so that Section D.3.c.1.f. will now read as follows:

D.3.c.1.f. Repair, maintenance, and reconstruction of STRUCTURES and uses lawfully existing prior to adoption hereof may be continued as permitted under the Zoning Act. Existing DWELLINGS may be expanded provided ground coverage is not increased more than 25% and such expansion does not violate the requirements of the underlying zoning district.

ARTICLE 38 WILL BE DEFERRED TO THE END OF THE TOWN MEETING

ARTICLE 39

Under the direction of the Moderator and the Board of Selectmen to hear committees, act on reports. Reports received from the Conservation Commission, the School Committee and the Town was presented a check from Norfolk County for food pantry purposes.

APPROVED BY VOICE VOTE to adjourn this meeting to Wednesday, November 19, 1997 at 7:30 p.m. in King Philip High School Auditorium.

WEDNESDAY, NOVEMBER 19, 1997

There were 181 voters and 7 non-voters in attendance at the second session, which was called to order at 7:40 p.m.

ARTICLE 40

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Bridie Lane, a distance of 761 +/- feet, as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Landmark Engineering of New England, Inc. of Norfolk, Massachusetts dated February 6, 1985 and Revised March 22, 1996 and July 28, 1997.

ARTICLE 41

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Bridie Lane, a distance of 1,570 +/- feet, as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Paul N. Robinson Associates, Inc. of Millis, Massachusetts dated June 8, 1996, and revised November 26, 1996, and February 4, 1997.

ARTICLE 42

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Mountain Rock Lane, a distance of 913 +/- feet, as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Paul N. Robinson Associates, Inc. of Millis, Massachusetts dated June 8, 1996 and revised November 26, 1996, and February 4, 1997.

ARTICLE 43

APPROVED BY VOICE VOTE to accept as public ways certain streets in Noon Hill Estates as shown on the approved definitive plan entitled, Noon Hill Estates which was prepared by McIntyre and Johnson, Inc. dated September, 1965 and as further described in documents entitled as follows: Legal Description of Chicatabut Avenue, Norfolk, Massachusetts; Legal Description for Seneca Street, Norfolk, Massachusetts; Legal Description for Pennacook Street, Norfolk, Massachusetts; Legal Description of Hemlock Lane, Norfolk, Massachusetts; Legal Description for Cowesit Avenue, Norfolk, Massachusetts; Legal Description of Masconomet Avenue, Norfolk, Massachusetts; Legal Description for Naugatuck Avenue, Norfolk Massachusetts; all of which were prepared by Judith Nitsch Engineering, Inc.. Streets to be accepted are as follows:

- A. Chicatabut Avenue, a distance of 1,920+/- feet, from Fruit Street to cul-de-sac
- B. Seneca Street, a distance of 370 +/- feet, from Noon Hill Avenue to Medfield Town Line
- C. Pennacook Street, a distance of 1,500 +/- feet, from Massachusetts Avenue to Chicatabut Avenue
- D. Hemlock Lane (formerly Nipmuck Street), a distance of 300 +/- feet, from Noon Hill Avenue to Medfield Town Line
- E. Cowesit Avenue, a distance of 900 +/- feet, from Noon Hill Avenue to Naugatuck Avenue
- F. Masconomet Avenue, a distance of 1,150 +/- feet, from Fruit Street to Cowesit Avenue
- G. Naugatuck Avenue, a distance of 1,520 +/- feet, from Fruit Street to cul de sac and to accept all utility and drainage easements as shown on the subdivision plan of Noon Hill Estates September, 1965.

ARTICLE 44

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Lantern Lane, a distance of 1,230 +/- feet, from Lafayette Lane to the cul-de-sac as approved by the Board of Selectmen in accordance with the acceptance plans drawn by Yunits Engineering Co., Inc. of Holbrook, Massachusetts dated October 12, 1979 and as further described in a document entitled, Legal Description for Lantern Lane, Norfolk, Massachusetts which was prepared by Judith Nitsch Engineering, Inc.

ARTICLE 45

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Lafayette Lane, a distance of 310 +/- feet, from a Lafayette Lane cul-de-sac to Lantern Lane as approved by the Board of Selectmen in accordance with the acceptance plans drawn by Yunits Engineering Co., Inc. of Holbrook, Massachusetts dated October 12, 1979 and as further described in a document entitled, Unaccepted Roadways in Lafayette Estates which was prepared by Judith Nitsch Engineering, Inc.

ARTICLE 46

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Lafayette Lane, a distance of 543 +/- feet, from Valentine Drive to the cul de sac on Lafayette Lane as approved by the Board of Selectmen in accordance with the acceptance plans drawn by Stavinski Engineering, Associated, Inc. of Wrentham, Massachusetts dated September 21, 1989 and as further described in a document entitled, Lafayette Lane Description.

ARTICLE 47

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Valentine Drive, a distance of 1,145 +/- feet, from Freedom Trail to Valentine Drive, as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Stavinski Engineering, Associates, Inc. of Wrentham, Massachusetts dated October 20, 1989 and as further described in a document entitled, Valentine Drive Description and accompanying easement descriptions.

ARTICLE 48

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Freedom Trail, a distance of 3,765 +/- feet, from Everett Street to the end of the cul-de-sac, as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Stavinski Engineering, Associates, Inc. of Wrentham, Massachusetts dated March 7, 1989 and as further described in a documents entitled, Freedom Trail Description, and accompanying easement descriptions.

ARTICLE 49

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Country Squire Drive, a distance of 654 +/- feet, from Valentine Drive to the end of the cul de sac, as shown on the subdivision plan entitled, COBBLE KNOLL ESTATES drawn by Norwood Engineering, Inc. of Norwood, Massachusetts dated July 14, 1971 and as further described in a document entitled, Legal Description for Country Squire Drive, Norfolk, Massachusetts prepared by Judith Nitsch Engineering, Inc.

ARTICLE 50

APPROVED BY VOICE VOTE to accept as public way and to accept all easements, Old Liberty Lane (formerly Future Road and Liberty Lane), a distance of 300 +/- feet, from Freedom Trail to the Walpole Town Line as shown on the subdivision plan entitled, LAFAYETTE ESTATES, EXTENSION 3 drawn by Yunits Engineering of Holbrook, Massachusetts 02343 dated September 9, 1980 and as further described in a document entitled, Legal Description for Old Liberty Lane, Norfolk, Massachusetts prepared by Judith Nitsch Engineering, Inc.

ARTICLE 51

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Chickadee Drive, a distance of 1,255 +/- feet, from King Street to the cul-de-sac as shown on the subdivision plan entitled, PINE BROOK ESTATES drawn by Landmark Engineering of New England, Inc. of Wrentham, Massachusetts dated March 19, 1982 and revised June 2, 1982 and as further described in a document entitled, Legal Description of Chickadee Drive, Norfolk, Massachusetts which was prepared by Judith Nitsch Engineering, Inc. and to accept a drain easement as depicted on Lot 2 of a plan entitled, Easement Plan of Land in Norfolk, Mass. as drawn by Landmark Engineering of New England, Inc. of Wrentham, Massachusetts, and dated July 20, 1983.

ARTICLE 52

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Sparrow Road, a distance of 692 +/- feet, from near Robin Road to Chickadee Drive as shown on the subdivision plan entitled, PINE BROOK ESTATES drawn by Landmark Engineering of New England, Inc. of Wrentham, Massachusetts dated March 19, 1982 and revised June 2, 1982 and as further described in a document entitled, Legal Description of Sparrow Road, Norfolk, Massachusetts which was prepared by Judith Nitsch Engineering, Inc.

ARTICLE 53

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Eagle Drive, a distance of 960 +/- feet, from Lawrence Street to Dead End, as approved by the Board of Selectmen as shown on the acceptance plan dated October 27, 1989 and revised June 7, 1992 drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and as further described in documents entitled, Description of Eagle Drive and Drain Easements on Eagle Drive.

ARTICLE 54

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Bretts Farm Road, a distance

GENERAL GOVERNMENT

of 2,556 +/- feet, from Lawrence Street to Eagle Drive, as approved by the Board of Selectmen as shown on the acceptance plan dated October 27, 1989 and revised June 7, 1992 drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and as further described in documents entitled, Description of Bretts Farm Road and Drain Easements on Bretts Farm Road.

ARTICLE 55

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Cranberry Meadow Road, a distance of 1,355 +/- feet, from Lawrence Street to Dead End, as approved by the Board of Selectmen as shown on the acceptance plan dated July 19, 1991 and revised June 8, 1992 drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and as further described in documents entitled, Description Cranberry Meadow Road and Drain Easement on Lots (on Cranberry Meadow Road and un-named street).

ARTICLE 56

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements related thereto an unnamed street on Cranberry Meadow Road, a distance of 153 feet more or less from Cranberry Meadow Road to the end of the pavement, as approved by the Board of Selectmen, as shown on the acceptance plan of Cranberry Meadow Road dated June 8, 1992, drawn by GLM Engineering Consultants Inc. of Holliston, Massachusetts and as further described in documents entitled "Description Cranberry Meadow Road" and Drain Easement on lots (on Cranberry Meadow Road and un-named street).

Article 57 has been repositioned after Article 61.

ARTICLE 58

APPROVED BY VOICE VOTE to accept as a **APPROVED BY VOICE VOTE** to accept all easements, Knoll Drive, a distance of 630 +/- feet, from Strawberry Lane to cul-de-sac, as approved by the Board of Selectmen as shown on the acceptance plan drawn by Francis X. Desimone of Millis, Massachusetts and dated April 6, 1989 and revised March 20, 1990 and May 17, 1990.

ARTICLE 59

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Mill River Road, a distance of 1,250 +/- feet, from School Street to cul-de-sac, as approved by the Board of Selectmen as shown on the acceptance plan dated June 12, 1997 and revised August 25, 1997 (Sheets 1 and 2 of 4) and Drainage Easement plans (Sheets 3 and 4 of 4) drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts.

ARTICLE 60

APPROVED BY VOICE VOTE to accept as a public way and to accept all easements, Hassler Road, a distance of 254 +/- feet, from Mill River Road to Franklin Town Line, as approved by the Board of Selectmen as shown on the acceptance plan dated June 12, 1997 and revised August 25, 1997 (Sheet 1 and 1) drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts.

ARTICLE 61

APPROVED BY VOICE VOTE DECLARED TO BE 2/3 BY THE MODERATOR to accept a gift of land and an easement or to take as a public way and to accept all easements, Berkshire Street, a distance of 1082 +/- feet, as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Landmark Engineering of New England, Inc. of Norfolk, Massachusetts dated July 9, 1997 and revised September 16, 1997.

ARTICLE 62

ARTICLE 62 INDEFINITELY POSTPONED BY VOICE VOTE

ARTICLE 57

APPROVED BY VOICE VOTE to accept a gift of land and easements or to take, pursuant to Chapter Seventy-Nine of the General Laws, the unfinished portion of the un-named street off Cranberry Meadow Road to property of William H. and Beverly J. Slattery as shown on Sheet 2 of 2 of the plan entitled, Acceptance Plan of Land of Cranberry Meadow Road in Norfolk, Massachusetts dated July 19, 1991 and revised June 8, 1992 drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and as further described in documents entitled Description Cranberry Meadow Road and Drain Easements. Said parcel containing the roadway between Lots 10 and 11 and all easements as shown on said plan.

ARTICLE 6

APPROVED BY VOICE VOTE to transfer \$9,873.75 from Fiscal Year 1997 Additional Lottery Aid and \$15,106, from Free Cash to be used to employ special counsel and other experts to protect the intent of the Town's Master Plan as it relates to the Business and Commercial zoning districts.

ARTICLE 32

Planning Board Recommendation - Adds a definition to Section B. for Affordable Housing Development and adds a new Section H.3. entitled "Affordable Housing Development" which allows a 20% greater density with a percentage of dwellings to

be set aside for low to moderate income families in all residential zoning districts by Special Permit. The Planning Board supports this article, which is intended to fulfill the housing goals of the Master Plan by limiting Affordable Housing Developments to residential districts while at the same time leaving available for future use Business and Commercial property for economic development purposes. The Planning Board believes that amendments should be made to this article and will make our recommendation regarding potential amendments at Town Meeting.

APPROVED BY UNANIMOUS VOICE VOTE to amend the Norfolk Zoning Bylaws as printed in the Warrant and the Handout available for this Town Meeting except as follows:

(LANGUAGE FOLLOWS)

Delete Items 3, 4, 5, 6, 7 as printed in the warrant.

Add "to the extent permitted by law" in Sections H.3.c. and H.3.k. as indicated by underlining in the handout.

Omission of the phrase in parenthesis in the first sentence of Section H.3.d.

The addition of a new Section H.3.l. as printed in the handout.

1. Adding the following to Section B Definitions to read as follows:

AFFORDABLE HOUSING DEVELOPMENT - Any new housing development in a residential district filed under State and/or Federal Grants that would contain a proportion of SINGLE FAMILY DWELLINGS affordable to persons of low or moderate income (as defined and determined by Commonwealth of Massachusetts Department of Housing and Community Development (DHCD).

2. Adding a new section H.3. to read as follows:

H.3. AFFORDABLE HOUSING DEVELOPMENT

H.3.a. Purpose

In the General Laws Chapter 40A, the particular intent relating to elective inclusionary overlay zoning in all residential districts is to increase the production of SINGLE FAMILY DWELLINGS affordable to all persons of low and moderate income. Affordable housing may be created by employing incentives offered under the inclusionary overlay zoning which is intended to encourage the utilization of the Town's remaining residentially zoned developable land in a manner consistent with local housing policies and needs, and to encourage new housing developments to contain a proportion of the SINGLE FAMILY DWELLINGS affordable to persons of low or moderate income

by offering the option of increased density to encourage the creation of such housing. Accordingly, the goals of this development program are to: increase the supply of housing in the Town that is available to and affordable by low and moderate income households; to encourage a greater diversity of housing accommodations to meet the needs of family households; and to promote a reasonable mix and distribution of housing opportunities in residential neighborhoods throughout the Town.

H.3.b. AFFORDABLE HOUSING OPTION

The following procedure is available in order to carry out the purposes of inclusionary housing previously defined as AFFORDABLE HOUSING DEVELOPMENT.

The provisions of this section shall apply to all developments of parcels in residential districts having ten or more acres and which create ten or more new SINGLE FAMILY DWELLINGS. Tracts of land may be developed under the provisions of the existing zoning, or an applicant who owns the parcel, or who has the right to develop it, may elect to proceed under the bonus provisions described in Section H.3.

H.3.c. Applicants who meet the foregoing requirements may apply to the Zoning Board of Appeals for a special permit that will allow them to receive additional SINGLE FAMILY DWELLINGS and relaxation of frontage requirements in exchange for the provision of affordable SINGLE FAMILY DWELLINGS. To the extent permitted by law, the Planning Board shall determine that the requirements of the Site Plan Approval achieve the provisions of zoning by law. To the extent permitted by law, if a subdivision is involved, a definitive subdivision plan shall be submitted to the Planning Board in addition to the submission required under Site Plan Approval procedures. The Norfolk Housing Authority or any successor organization having similar interests shall be included in the agencies receiving the distribution copies of plans for comment.

H.3.d. The number of additional SINGLE FAMILY DWELLINGS permitted under these procedures may not exceed 20% of that otherwise permitted under the underlying zoning, as demonstrated by a plan submitted to the Zoning Board of Appeals and the Planning Board. In determining the number of additional SINGLE FAMILY DWELLINGS (size of the bonus option) be granted, the Planning Board may consider a number of factors including: the cost of the land; the cost of development including the cost of construction of the SINGLE FAMILY DWELLINGS and infrastructure; and the proposed market price of the SINGLE FAMILY DWELLINGS to be built. In addition to any other waiver permitted under use of intensity regulations, requirements for area and/or frontage may be reduced as

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follows: area may be reduced up to 15% of the minimum intensity requirements of the underlying zone; frontage may be reduced up to 20% of the minimum required in the underlying zoning district.

- H.3.e. Provided that additional SINGLE FAMILY DWELLINGS are granted by the Zoning Board of Appeals and the Planning Board under the previous provision, then affordable SINGLE FAMILY DWELLINGS shall be provided in any one of the following alternatives, subject to approval of the Planning Board:
- H.3.e.1. By donation to the Norfolk Housing Authority, a minimum of 5% of total SINGLE FAMILY DWELLINGS in the development, rounded up to the next whole number.
- H.3.e.2. By sale to the Norfolk Housing Authority, a minimum of 10% of total SINGLE FAMILY DWELLINGS in the development, rounded up to the next whole number.
- H.3.e.3. By sale directly to low or moderate income households, a minimum of 10% of total SINGLE FAMILY DWELLINGS in the development, rounded up to the next whole number.
- H.3.f. SINGLE FAMILY DWELLINGS to be donated to the Norfolk Housing Authority are subject to the approval of the Norfolk Housing Authority, and of the applicable federal or state funding agency.
- H.3.g. SINGLE FAMILY DWELLINGS set aside for sale to the Norfolk Housing Authority shall be offered at prices which do not exceed the greater of: the construction costs of the particular SINGLE FAMILY DWELLINGS, the current acquisition cost limits for the SINGLE FAMILY DWELLINGS under applicable state or federal financing programs. If the Norfolk Housing Authority is unable to purchase the set-aside units at the time of completion, the units shall be for sale to low or moderate income households.
- H.3.h. SINGLE FAMILY DWELLINGS set aside for low/moderate income households shall be offered only to those households which qualify as "low" or "moderate" in accordance with the definitions set forth in this bylaw, as defined and determined by Commonwealth of Massachusetts Department of Housing and Community Development (DHCD).
- H.3.i. Each SINGLE FAMILY DWELLING created in accordance with this section shall have limitations governing its resale as conditioned by the Special Permit. Such limitations shall have as their purpose to preserve the long-term affordability of the SINGLE FAMILY DWELLING and to ensure its continued availability to low or moderate income households. The limitations may include a formula to determine the maximum selling price which will take into account the lowered mortgage rates available to the owner at time of purchase, any appreciation to date of proposed sale, and any regulations of the agency which may have participated in providing financing for the original purchase. Additionally, such limitations may provide that in the event of a market rate sale a sum of money shall be returned to a designated agency in the Town that reflects the differential in mortgage rates enjoyed by the owner as a result of less than market rate financing. The resale controls shall be established through a deed restriction, and shall be in force for the maximum period that is permitted under the Massachusetts General Laws. Such restrictions may also provide that the Norfolk Housing Authority shall have a prior right of purchase at the price determined according to the restriction for a period of thirty days after the affordable SINGLE FAMILY DWELLING is placed on sale. Notice of any proposed sale shall be given to the Zoning Board of Appeals, Planning Board and the Norfolk Housing Authority.
- H.3.j. Affordable SINGLE FAMILY DWELLINGS to be offered for sale under these provisions shall, for a period of six months from the date of first offering for sale, be offered on a 50% - 50% basis to residents of the Town of Norfolk and to persons employed within the Town of Norfolk. Norfolk residency status will be given only to one who had been a resident for a least one year within the previous five years. Such preference shall not be given if prohibited by, or to the extent prohibited by, a federal or state agency under a financing or other subsidy program. Persons who are both residents and work in the Town of Norfolk shall be given only one preference.
- H.3.k. To the extent permitted by law, in addition to any requirements under Site Plan Approval, the Special Permit, and/or subdivision approval, an applicant must submit a development plan acceptable to the Zoning Board of Appeals and the Planning Board indicating how the parcel could be developed under the underlying zoning (ie a baseline plan). Any bonus granted shall be calculated from the baseline plan. The development plans showing the bonus SINGLE FAMILY DWELLINGS shall also indicate the proposed affordable SINGLE FAMILY DWELLINGS, which must be dispersed throughout the parcel to ensure a mix of market-rate and affordable housing. Affordable SINGLE FAMILY DWELLINGS shall have an exterior appearance that is compatible with and to the extent possible,

indistinguishable from the market rate SINGLE FAMILY DWELLINGS in the development. Affordable SINGLE FAMILY DWELLINGS shall contain at least two or more bedrooms and shall be suitable as to design for family occupancy. The owners of affordable SINGLE FAMILY DWELLINGS shall have all rights and privileges accorded to market rate owners regarding amenities within the development.

Add a new Section H.3.1. to read as follows:

H.3.1. Notwithstanding other provisions of this section, affordable housing consistent with housing as may be allowed in other districts shall be permitted to the extent and subject to the same limitations as set forth in other districts.

Nothing in this section shall be construed to prohibit that type of residential development as designed for an affordable housing context so long as the type of said affordable housing is consistent with that housing presently allowed or allowed by special permit and to the extent it shall be subject to the same limitations and requirements as effect such permitted use.

This Section is not intended to preclude development of other forms of affordable housing in other districts where residential uses are permitted provided however that it consistent with the specifically allowed residential use in those other districts.

To the extent that site plan approval is required in any other district it shall also be required for any affordable housing in such districts.

ARTICLE 38

Planning Board Recommendation

Deletes Section "I.4.a.16. Wireless Communications Facility" and replaces same with a new Section F.13. Wireless Communications Facility(s). The Planning Board supports this article as it is important to provide the Town with regulations pertaining to this use by requiring landscaping and protection of the surrounding area where these entities are located.

APPROVED BY DECLARATION OF 2/3 VOTE BY MODERATOR to amend the Norfolk Zoning Bylaws by deleting Section I.4.a.16 in its entirety and by adding a new Section F.13 as printed in the Warrant (Language follows):

A WIRELESS COMMUNICATIONS FACILITY and its appurtenances shall be located in accordance with the Federal Communications Commission (FCC) and the Federal Aviation Administration (FAA) regulations in effect at the time of construction and its operation shall comply with all requirements of

these agencies. The Wireless Communications Facility, including antennas and accessory structures, if any, may be erected upon the issuance of a special permit by the Zoning Board of Appeals, subject to Site Plan Approval, as set forth herein, as may be amended, and shall be subject to the following requirements:

- F.13.a. To the extent feasible all service providers shall co-locate.
- F.13.b. The height of the antenna of the WIRELESS COMMUNICATIONS FACILITY shall not exceed a height of 90 feet as measured from the vertical distance from the grade to its highest point.
- F.13.c. The WIRELESS COMMUNICATIONS FACILITY shall not be located near any property line a distance less than or equal to the height of the STRUCTURE and in no case less than 150 feet.
- F.13.d. All monopoles shall be located 500 feet from the nearest property line.
- F.13.e. To the extent feasible, all network interconnections from the communications site shall be via underground lines.
- F.13.f. Land clearing shall be performed in a manner which will maximize preservation of natural vegetation and conservation of natural resources.
- F.13.g. The facility shall minimize, to the extent feasible, adverse visual effects on the environment. The Zoning Board of Appeals may impose reasonable conditions to ensure this result, including painting and lighting requirements.
- F.13.h. If personal WIRELESS COMMUNICATIONS FACILITY(S) are not camouflaged from public viewing areas by existing BUILDINGS or STRUCTURES, they shall be surrounded by buffers of dense tree growth and understory vegetation in all directions to create an effective year-round visual buffer. Ground-mounted personal WIRELESS COMMUNICATIONS FACILITY(S) shall provide a vegetated buffer of sufficient height and depth to effectively screen the facility. Trees and vegetation may be existing on the subject property or installed as part of the proposed facility or a combination of both. The Zoning Board of Appeals shall determine the types of trees and plant materials and depth of the needed buffer based on site conditions.
- F.13.i. Any extension, addition of cells, or construction of new or replacement facilities or transmitters requires a Special Permit following the same procedure as for an original grant of a Special Permit.

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- F.13.j. Fencing shall be provided to control access to the facility. This fencing shall not be barbed wire or razor wire.
- F.13.k. The Applicant shall demonstrate to the satisfaction of the Zoning Board of Appeals that the location is suitable and that the size and height is the minimum necessary for the purpose.
- F.13.l. There shall be no signs, except no trespassing signs and a required sign giving a phone number where the WIRELESS COMMUNICATIONS FACILITY owner can be reached on a twenty-four (24) hour basis. All signs shall conform with the sign requirements of the Norfolk Zoning Bylaw and shall be subject to review by the Design Review Board.
- F.13.m. Night lighting shall be limited to that needed for emergencies and/or as required by the Federal Aviation Administration.
- F.13.n. Conditions of Use and Non-Use. All facilities and parts thereof or accessory facilities and structures which have not been used for two years shall be dismantled and removed at the applicant's expense.
1. The facility and transmission shall comply in all respects with the current standards of the American National Standards Institute (ANSI) and the National Council for Radiation Protection (NCRP), whichever is stricter.
 2. If new technology is developed which is determined by the SPGA to be safer and less obtrusive to the landscape, it shall be substituted.
- F.13.o. Performance Guarantees. Insurance in a reasonable amount determined and approved after consultation at the expense of the Applicant with one (1) or more insurance companies shall be in force to cover the damage from the structure, damage from transmissions and other site liabilities. Annual proof of said insurance is to be filed with the Town Clerk.
- F.13.p. Operation. Monitoring, testing, and inspection shall be in accordance with the Regulations of the Massachusetts Department of Public Health, 105 CMR 122, Regulations Governing Fixed Facilities Which Generate Electromagnetic Fields in Frequency Range of 300 kHz to 100 Ghz and Microwave Ovens, and other requirements of the Department.
- F.13.q. All Wireless Communications Facility(s) towers shall be the monopole type.

The following types of WIRELESS COMMUNICATIONS FACILITIES are exempt from this section of the Zoning Bylaw.

- a. Amateur radio towers used in accordance with the terms of any amateur radio service license issued by the Federal Communications Commission, provided that (1) the tower is not used or licensed for any commercial purposes, (2) the tower must have a cost of replacement value of less than \$10,000 and (3) the tower must be removed if the use is discontinued for six months and
- b. Towers used for the purposes set forth in Massachusetts General Laws Chapter 40A, SECTION 3.

MOTION MADE, SECONDED AND APPROVED BY VOICE VOTE TO DISSOLVE THIS TOWN MEETING. Meeting was dissolved at 9:30 p.m.

NOTE: Bylaw changes have been submitted to Attorney General and are awaiting approval.

SPECIAL TOWN MEETING TUESDAY, DECEMBER 12, 1997

The Meeting was called to order at 7:40 p.m. There were 82 voters in attendance throughout the session and 5 non-voters.

APPROVED BY VOICE VOTE to waive the reading of the Warrant and return of the Warrant.

APPROVED BY VOICE VOTE DECLARED AS 2/3 BY THE MODERATOR to appropriate \$2,200,00 to design, construct and furnish an 8 room addition to the H. Olive Day School and that the Treasurer be authorized to borrow \$2,200,000 under the provisions of Massachusetts General Laws, Chapter 44, Section 7(3A) or any other enabling authority and to issue bonds or notes of the Town therefore, with the approval of the Selectmen. Said Appropriation and Borrowing to be contingent on the approval by the Town of a Debt Service Exemption Referendum in accordance with Massachusetts General Laws, Chapter 59, Section 21C.

Amendment to add a buffer zone - Rescinded by Proponent - no vote

APPROVED BY VOICE VOTE to dissolve this Town Meeting. Meeting dissolved at 9:00 p.m.

Note: The Special Election was scheduled for January 15, 1998.

BYLAW COMMITTEE

The Bylaw Committee was created in 1975 for two major purposes: (1) to maintain a record of amendments to the Town Bylaws, statutes and special legislative acts accepted by the Town, and (2) to make periodic reviews of the existing Town Bylaws to determine whether any amendments or revisions might be needed, and if so, to prepare such changes for Town Meeting approval. The Committee is requested from time to time to review possible bylaw changes suggested by citizens or other town departments for recommendations on suitability and language. The Committee's consensus is that the research and authorship of original creation of entire bylaws is beyond its scope.

In 1997 the Committee reviewed changes to Article I of the General Bylaws dealing with Town Meeting procedure.

BOARD OF REGISTRARS OF VOTERS

Under Mass. General Laws, the Board of Registrars is required to supervise voter registration of resident of the Town, enumerate Norfolk residents as of January 1 of each year by a town-wide census, and keep and certify a voting list of all registered voters over seventeen years of age.

The membership of the present Board is Charles Burnett, Republican, and Donna Bentley and Mary Ellen Gattoni, Democrats, all appointed by the Board of Selectmen for three year terms. The Town Clerk serves by mandate of Massachusetts law. The current Town Clerk is an enrolled Republican.

Massachusetts now allows registration by mail. Mail-in forms have been placed at the Post Office, Library, Police Station, Credit Union and Stony Brook Nature Center. They are also available for new residents through the Welcome Wagon representatives. To date, the mail-in method has been very successful. Because of the ease in registering by mail, state election laws have eliminated the requirements of most special registration sessions before each election or Town Meeting. Also, beginning in January 1995, registering to vote may be accomplished at the Registry of Motor Vehicles and certain other state agencies. These registrations are forwarded electronically to Norfolk and entered on the voting list.

On January 1 of each year, Census Takers begin the enumeration of persons living in Norfolk. Although most municipalities conduct their census by mail, Norfolk continues to use census takers who contact residents by telephone and in person in an effort to obtain the highest possible percentage of responses, and also to provide a point of contact and information for residents. In 1997 the Town Clerk directed the efforts of Brenda Bowden, Linda Janes, Deborah McGonagle, Christine Shaw, Ann Shriberg and Janet Yavarow in gathering the required data. The Board appreciates the many hours of dedicated service given by these ladies.

The census provides information for several needs of the town, including the Street Listing, Jury List, and Dog List. For the School Department, it establishes a list of the names of all children living in Norfolk and for the Council on Aging, it provides a list of all elder citizens of the town.

The data collected by the Annual Census provides us with the following statistics: as of January 1, 1997 the population was 9,276 persons in approximately 2,825 households.

Voter registration figures as of January 1, 1997 were

Republicans	1,115
Democrats	975
Unenrolled	3,320
Other	10
Total	5,434

TOWN COUNSEL

This is my nineteenth annual report as Town Counsel for Norfolk and likely will be my last. The year 1997 was memorable in that significant litigation was concluded including claims resulting from the construction of the North Street Connector and the construction of the Olive Day School. Drainage for the Town Center and litigation arising from damage claims were resolved and completed.

The Town Hall after over ten years of studies, proposals and negotiations is well on its way to completion and the final resolution of the Town Hall land taking and registration of title has been completed. For a split second there was a respite in legal work before construction of a recreation complex and an addition to the Olive Day School generated additional contracts.

During 1997 thirteen formal opinions to Town Boards, Commissioners and Officers were rendered. Titles were researched, contracts drafted, informal opinions rendered. Only with the outstanding cooperation from the Town Administrator, the Water Superintendent and all department heads could this have been possible.

Respectfully submitted,

Paul D. Maggioni
Town Counsel

SOUTHEASTERN REGIONAL SERVICES GROUP

The Southeastern Regional Services Group (SERSG) is a consortium of sixteen cities and towns located in Southeastern Massachusetts who have signed an Inter-Municipal Agreement for the purpose of creating a voluntary regional association. Members pay a yearly assessment of \$3,100.00 per year. The Board of Directors of SERSG design a yearly work plan of shared services that member communities will receive. Continuing SERSG projects include: cooperative purchasing (which continues to save members thousands of dollars), shared personnel training, monitoring of the de-regulation of the electric utility industry, drafting of a model street opening by-law for the purpose of assuring that public ways are properly restored following excavations, and grant writing for joint applications. The Boards of Health of the Towns of Easton, East Bridgewater, Raynham and Stoughton asked SERSG to organize a Board of Health collaborative and to write a grant application on their behalf for a grant from the Massachusetts Tobacco Control Program. This collaborative was funded by the Dept. of Public Health for three years. These communities will benefit from shared tobacco cessation services, health education and technical assistance with drafting regulations.

SERSG is assisted with its mission by three advisory Councils. The SERSG Academic Council is composed of distinguished political scientist from area institutions of higher education. It met twice during 1997- at Stonehill College in March and at Northeastern University in September. We shared our luncheon at NU with former Gov. Michael Dukakis who now teaches in their political science department. Our Legislative Council consists of those members of the U.S. House of Representatives, the Mass. State Senate and the Mass. House of Rep. whose districts include SERSG communities. Our Legislative Council met once in May with our featured speaker being Congressman Barney Frank who spoke about the changes that will result from balancing the federal budget. The SERSG Executive Council, consisting of all of the serving chief executive officers of each SERSG member community, had its inaugural meeting in October at The Martin Institute. Our speaker at that meeting was Paul Trane, former Communications Director for the City of Somerville, who spoke about Telecommunications Planning.

The SERSG program is flourishing and your municipality is receiving great value for its investment. We look forward to new and additional opportunities to serve your community in the up-coming year.

Respectfully submitted,

Catherine L. Salisbury,
SERSG Regional Administrator
Greg L. Balukonis,
Norfolk SERSG Representative

COMPUTER SYSTEMS COMMITTEE

The Town of Norfolk Computer Systems Committee advises the town on the acquisition, implementation and use of computer technology. We want to minimize the use of town resources such as money, energy, and personnel time and in turn, obtain the maximum value for those resources that are expended. The committee has several goals. The first is to facilitate an efficient operational environment between the various town departments, boards, committees and offices. The second is to ease the process of sharing relevant data and information between the various groups within the town. The Computer Systems Committee plans to develop and recommend a set of computer hardware and software standards that promote ease of learning, ease of use, ease of controlled sharing of data, and require minimal support. The Computer Systems Committee hopes to make recommendations in other areas such as data and telecommunication wiring, interconnection, communication protocols, security considerations, disaster recovery, system administration, and technical support.

During the latter half of 1997, the Board of Selectmen appointed 4 new members to the Computer Systems Committee in an effort to continue the committee's involvement in addressing several key technological issues currently facing the town. The current members have a combined total of 75 years experience in the Information Systems/Finance/Sales industries and are very excited about assisting in the development of the town's technological infrastructure. The Computer Systems Committee intends to play a pro-active role in offering guidance and assistance to the town.

The Committee has completed two key tasks. First, we surveyed the various town departments on their respective hardware and software platforms and analyzed the surveys to arrive at an assessment of what hardware and software was currently in use. These results will serve as baseline for recommending upgrades, additions, replacements, and improvements. Secondly, the Committee evaluated several cabling proposals and recommended one vendor to complete the data and telephone-wiring project for the New Town Hall.

Developing Norfolk's technological infrastructure is not a short-term project. It will require teamwork, departmental cooperation, effective communication and management and rapid decision making. It will also happen in various stages. We are looking forward to working with each group and department during the next few years.

If you have any questions, issues or concerns, please come to one of our meetings (which are posted at the Town hall and in the Norfolk Press) or contact us through the Town Administrator's office. If you would like to help in the work of the Computer Systems Committee, please contact the Board of Selectmen about becoming a member of the Committee.

Respectfully submitted,

Computer Systems Committee

CABLE ADVISORY COMMITTEE

The Norfolk Board of Selectmen, to negotiate a renewal cable television franchise license with Time Warner Cable, has formed the Cable Advisory Committee. The current license, which was signed with Cablevision Industries (CVI) in October 1984, will expire in October 1999.

In late 1995, Time Warner purchased CVI and the existing franchise license was transferred to them at that time. The new license will be for a period no longer than ten years from the expiration of the existing term.

The purpose of the committee is to determine the needs of the town and the townspeople and to incorporate these needs into the franchise license. We are currently in this initial, ascertainment, phase and expect that this will last through the first half of 1998. The ascertainment phase will consist of surveys of the residents and town agencies, discussions with the town departments and the schools, and at least one public hearing. It is very important that we have everyone's input if we are to deliver a quality system. Following the ascertainment the committee will submit to Time Warner a request for proposal for the new franchise license. At this time the final negotiations will begin.

The committee consists of five members along with a representative of the Board of Selectmen. William Solomon, Town Counsel for the Town of Stoneham who is a specialist in cable licensing, also assists us with outside counsel.

Respectfully submitted,

Paula Austin
John Czyzewski, Selectmen designee
Larry Harrington
Donna Jones
Mike Keane
Jack McFeeley, Chairman

NORFOLK COUNTY COMMISSIONERS

As Norfolk County Commissioners, we saw significant changes take place in county government within the Commonwealth in fiscal year 1997, including an attempt to abolish it altogether. Through prudent financial management in our county over the years and legislative awareness, motivated by the belief that the ability to communicate with and provide valuable services to our municipalities on the county level was a valuable commodity to our citizens, Norfolk County survived.

For some time we have realized the importance of supporting regional services throughout the county and in 1997 continued to provide grants to D.O.V.E. and R. & S.V.P., as well as grants to food pantries within the county. The budget also provided for grants to the Norfolk County Fire Chiefs Assoc. for the equipping of a mass casualty incident vehicle. A grant to the South Shore Drug Task Force reinforced their efforts to combat drug-related activities and crimes. The United Chamber of Commerce, which includes several Norfolk County towns also received a grant to hire an economic development consultant.

Our county engineering department rendered useful and necessary assistance to municipalities who would otherwise have to pay for such services. Wollaston Recreational Facility, housing Presidents Golf Course in North Quincy, gave golfers an affordable and quality course on which to enjoy the game, and also provided a camp for tennis enthusiasts. The Registry of

Deeds, as always, provided outstanding services through its state of the art computer system and proceeded with developing its digital imaging program, while Massachusetts Respiratory Hospital in Braintree continued to provide specialized care for patients. Everyone was saddened at the death of Norfolk County Sheriff Clifford H. Marshall. Our newly appointed Sheriff John H. Flood expanded the current programs and worked towards initiating new ones. Our Agricultural High School in Walpole received accreditation for another ten years and continued to show a steady increase in enrollment, while developing technical programs and involving students in community service work. All of the preceding statements demonstrate that county government works in Norfolk County.

We wish to continue to be of service to the citizens of Norfolk County, and express our thanks to the advisory board, its coordinator, county and municipal officials, including our newly elected County Treasurer, Timothy P. Cahill, department heads, employees and interested citizens for their support, cooperation and assistance during the past fiscal year.

Respectfully submitted,

William P. O'Donnell, Chairman
John M. Gillis
Peter H. Collins

POLICE DEPARTMENT

The 1997 Police Department activities report is my fourth as Chief of Police of the Norfolk Police Department. The Norfolk Police Department recognizes the continued support of the taxpayers that allows us to achieve the resources of personnel and equipment that make Norfolk one of the safest communities to live in.

I am especially proud of the dedication of all members of the Norfolk Police Department in providing the quality service that is needed by our community. This department will continue to make every effort to provide the level of services that you expect and deserve. We will continue to investigate the use of Federal and State Grants for both personnel and equipment in order to achieve these resources in the most cost effective manner. Federal and State Grants require the town to match the award with a sum of money that unfortunately has not been available for manpower in the last two years. The Department will continue to participate in applying for grants individually and with several regional groups, and as a result, the Norfolk Police Department will continue to try to receive awards for equipment and manpower.

The Norfolk Police Department will continue to be proactive in our programs including D.A.R.E., Safe and Sober (Driving under the Influence), Community Oriented Policing, and traffic enforcement initiatives. This year the department instituted a Zero Tolerance Policy in dealing with underage drinking that includes enforcement initiatives involving those businesses that hold liquor licenses and individuals who are under the age of 21 and are caught drinking. We firmly believe that there is a direct correlation to remaining safe in the Town of Norfolk as a result of these programs whether you are a pedestrian, bicyclist, motorist, resident or homeowner. We hope to maintain regular services to the community and hope that we don't have to delete some or all of the above additional programs as a result of funding issues.

During Memorial Day Weekend, with the help of personnel from the Western Norfolk County Law Enforcement Consortium, the Town of Norfolk ran its third Field Sobriety Checkpoint. As a result of that effort seven drunk drivers were arrested and taken off the road that evening. The Consortium is made up of the eight towns that access the Wrentham District Court including the Foxboro State Police Barracks and provided the additional manpower that made this type of enforcement possible.

The end of 1997 brought guilty findings to John Tague and he is now serving time for the murder of Jason Linsky of Foxborough on October 27, 1996. Michael Hankey was also convicted for charges related to the murder and he is now serving time. The remaining defendants will be brought to trial in 1998. I would like to commend every officer who was involved

in this case because it helped put an end to a very sad chapter in Norfolk history. The guilty findings bring some vindication to the Linsky family for the loss of a loved one. The spirit of cooperation that existed between public safety agencies including state and local law enforcement and fire and emergency medical service units was crucial on that evening and will continue to exist during other emergencies in order to provide your community with the level of service it deserves.

We want to thank Officer Stephen K. Plympton, for his seemingly tireless efforts and dedication to the D.A.R.E. program, the youth of this town and the King Philip District. We realize that O.P. has reached many of our young people and has given them the tools to make the correct decisions in life. We recognize that the D.A.R.E. Program is a partnership between the Norfolk Police Department and the parents and their children that will help everyone achieve a long, happy, and fulfilling life, and we are dedicated to achieving that result.

Respectfully Submitted,

Charles H. Stone, Jr.
Chief of Police

REPORT OF THE POLICE DEPARTMENT

I hereby submit my fourth annual report of the activities of the Police Department for 1997.

	1996	1997
CRIMES		
Murder	1	0
Robbery	0	0
Forcible Rape	0	1
Aggravated Assault	69	4
Burglary (B & E)	9	13
Motor Vehicle (B & E)	2	2
Larceny	51	46
Motor Vehicle Theft	5	0
Kidnapping	0	0
Fraud	2	2
Assault & Battery	13	7
Arson & Bombing	0	3
Forgery/Counterfeiting	2	2
Receiving Stolen Prop.	0	3
Vandalism	101	93
Sexual Assault	3	2
Drug Law Violations	27	22
Oper. Under Influence	51	37
Viol. Liquor Laws	5	13
General Offenses	131	108
Trespassing	36	51
Attempted B & E	8	8
Threats	13	19

PUBLIC SAFETY

Harassment	27	29
Disorderly Conduct	13	7
ARRESTS		
Arrests	193	128
Prot. Custody	53	30
MEDICAL/EMERGENCY		
Ambulance Assists	267	261
Sudden Deaths	3	5
Suicide Attempted	3	3
TRAFFIC ACCIDENTS		
MVA Pers. Injury	31	24
MVA Prop. Damage	127	123
MVA Fatal	1	0
TRAFFIC SERVICES		
Written Cites	647	438
Written Warnings	696	785
Verbal Warnings	1,269	706
Parking Viol.	62	38
MISCELLANEOUS		
Missing Person	24	30
Missing Property (lost & found)	31	34
Disturbance (general & gathering)	139	171
Domestic Disturbance	89	66
Annoying Phone Calls	35	16
Suspicious Activity	288	250
General Services	668	679
Stolen Prop. Recovered	8	4
Stolen Veh. Recovered	2	3
911 Investigations (includes silent, abandoned and hang-ups)	57	72
Bldg. checks (open)	53	42
Animal Complaint	82	79
Assist/Lockout	98	104
Burglar Alarms	429	385
Fire Dept. Assist	185	177
Assist other Dept.	73	89

DETECTIVE DIVISION

The Norfolk Police Department Detective Division experienced another busy and sometimes difficult year during 1997. The Detective Division has not had full time detectives available since the layoff of police officers in July of 1996. Both officers assigned to this division had to be put back in uniform at that time but agreed to remain on call through July of 1997 with the hope that their positions would be reinstated through the budget process. These officers had many drug cases pending and many major crimes including the murder that required the department

to utilize their training and ability for much of 1997. The increase of detective related activity necessitated the reassignment of Leo Ethier and Glen Eykel from patrol duties back to detectives in November of 1997.

Sergeant Carroll was reassigned to the midnight shift as a result of a schedule change during 1997 and was unable to continue as an on-call detective and unfortunately had to resign.

In November of 1997 the trials started for the 12 people charged in the brutal murder of Jason Linsky. Detective/Sergeant Carroll was assigned as the lead investigator for the Norfolk Police. John Tague was charged with the first degree murder, attempted murder and numerous other charges and after a two week trial was found guilty and sentenced to life without parole for murder, and 19 to 20 year on and after for attempted murder. Plea bargains and guilty findings have resulted with some of the others who were charged and have been brought forward to date in this case. The hard work of every Norfolk Police Officer who took part in this case, in addition to the work of officers from outside agencies has resulted in the successful completion of the trials to date.

Detective/Sergeant Jonathan Carroll orchestrated the largest drug bust in Norfolk history and as a result kept approximately \$30,000 in street value drugs from reaching the streets and has driven a drug dealer out of Norfolk. Five pounds of marijuana, over 80 grams of cocaine, crack cocaine, several hundred pills, scales and fireworks were seized during this raid.

The department must also work with the Norfolk County anti-crime task force attend monthly meetings to exchange information. We have also worked with the Norfolk County D.A.'s Sexual Assault Unit on several reported sexual assaults.

We would like to thank Chief Charles H. Stone, Jr. and the men and women of the Norfolk Police Department for their continued support and dedication to our efforts. We also want to thank the citizens of Norfolk for their support and assistance.

FIRE DEPARTMENT

Services provided by the Fire Department were once again on the rise during the past year. The Fire Department responded to 584 requests for emergency medical services in 1997. Emergency fire incidents totaled 465 in 1997. As the total responses increased, the estimated fire loss also increased from \$132,500.00 last year to \$244,130.00 in 1997. More importantly, these losses occurred without loss of life or serious injury to civilians with three firefighters sustaining injuries during a warehouse fire in December.

The Fire Department employs twenty-seven firefighters: Three full time employees which include the Fire Chief, a Lieutenant/EMT, and a Firefighter/EMT with twenty-four "on-call" personnel. The full-time personnel are on duty at the station Monday through Friday, 8:00 a.m. until 4:00 p.m. which is statistically the busiest time of the week. This full-time coverage allows emergency incidents to be answered immediately with the average response time being three minutes from the time the call is received. Incidents on weeknights and weekends are responded to by "on-call" personnel with the average response time being eight minutes.

In late December, four additional "on-call" personnel were hired by the department. Peter Curran, Greg Graves, Mark Haigh and Doug Johnston will begin their training as firefighters for the town in early 1998.

The personnel are a highly dedicated group of people - many of whom are your neighbors. It is hard to imagine the amount of time that is spent over and above their regular working hours. Responding to emergency requests, attending training sessions, volunteering for various activities through the Norfolk Firefighters' Association, or being on call to respond to emergency requests. When on call, we are usually at home or within the town boundaries to assure quick response. In today's world it has become very difficult to get qualified people to make the commitment to this type of department with both spouses working, raising children and being able to give a substantial amount of time to the fire department.

There also must be a great deal of understanding from family members as we are away from home much of the time whether it be to attend training sessions, or called to respond to emergencies as well as being away from home during severe snowstorms or hurricanes so that we can assure the safety of the residents of Norfolk. Some residents feel that they live in a small, safe town where nothing happens. Those of us in the department can attest that fires and deaths related to fires have happened in town and that we face the same dangers and risks that large cities face. We are committed to do everything we can to ensure that our community is a safe one to live in.

January 31, 1997 marked an end of an era for the fire department with the retirement of Lt. A. Roger Callahan after serving the department for 48 years. It is hard to imagine the caliber of dedication that he demonstrated for the department during this time as well as the tremendous support from his family to allow him to participate.

One can only guess how many meals he had to leave on the table, how many birthday parties or family functions that he missed not to mention the number of Christmas mornings that the children had to wait for him to return home from a call before they could finish opening their presents or begin to eat a holiday dinner. With Roger born and raised in Norfolk, he had a great deal of knowledge of the town and residents which was very helpful for the department. I know that the fire service really evolved during his 48 years. Roger was always willing to learn and progress as he recognized that it was for the good of the fire service. Each of us could see how difficult it was for Roger to retire. We can honestly say that we miss his participation. He will always be a member of our Fire Department family and we wish him many enjoyable years of retirement.

Shortly after Roger's retirement the department promoted veteran firefighter Bruce Hamlin to the rank of Lieutenant. Bruce has been on the department for twelve years.

Fire prevention remained a high priority this past year. With the assistance of a \$3,000.00 S.A.F.E. (Students Awareness of Fire Education) grant, fire safety instructors Patricia Bixby and John Kelley coordinated all fire prevention activities.

The Fire Department would like to thank the various town departments, boards and officials for their support and assistance during the year. Thank you to the residents and businesses of Norfolk for your continued support. Last, and certainly not least, thank you to all of the dedicated men and women of the Norfolk Fire Department.

Respectfully submitted,

Fire Chief William F. Kelley

EMERGENCY MEDICAL SERVICES:

EMS Director John M. Malaney III

During 1997, the Norfolk Fire Department's fifteen emergency medical technicians responded to 584 requests for emergency medical assistance. All of our EMTs attend ongoing training and retraining and must recertify every three months in enhanced skills. In November, our EMTs attended a twenty hour emergency medical technician refresher program which provides a comprehensive review of all skills and responsibilities involved in providing emergency medical services. Pamela Holmes completed an emergency medical technician paramedic program. Her advanced skills will be an asset to both our department and resi-

dents. The Norfolk Fire Department continues to work closely with the Caritas Neponset Valley Health System. Neponset Valley provides advanced life support services in a cooperative effort with fire department personnel. This cooperative effort ensures that the highest quality of service is available to all who need it. We appreciate the support of residents in approving the purchase of a new ambulance. As technology and capabilities expand, so do the demands placed on emergency vehicles. We expect delivery by September 1998.

FIRE INVESTIGATION UNIT

Lt. Joseph W. Nolan

The Fire Investigation Unit was again busy during the 1997 year. This unit is comprised of one representative each from the Fire and Police Departments. Officer Timothy Heinz and I have worked together on numerous incidents as well as having attended seminars pertaining to this specialty. The number one cause of fires continues to be human error - whether it be careless disposal of materials, improper use of products, or overloading electrical systems. This year we noticed an increase in the number of incidents involving careless handling of hazardous materials causing fires. We will continue to further our knowledge through education and determining the causes and origins of all incidents in Norfolk.

JUVENILE FIRESETTERS

Firefighter/EMT Patricia A. Bixby

During this past year, programs were set up to address juvenile firesetters. Juvenile firesetting is an on-going problem in all communities. In the past when an incident occurred, there was no follow-up in place for the child and family involved unless it resulted in action taken by the courts. We now provide follow up and intervention consultation with the offender and family. When determined, the child will be referred for further consultation. Fire Prevention education is our top priority. The sooner we can reach these children by teaching them fire safety the better understanding they will have of what can happen. Unfortunately, due to budget constraints, our fire prevention programs were affected by cutbacks until we were able to take part in the S.A.F.E. Program. Thanks to the availability of this grant we are able to provide fire prevention education programs once again on a limited basis. Fire Prevention education has been proven to be effective. It is certainly well worth the time and effort involved to promote these programs. We will always have juvenile firesetters. Our goal is to reduce the number of children who resort to these activities through education and provide the programs for those who need them to prevent further incidents.

1997 MAJOR INCIDENTS

- January 17: Mutual aide to the town of Wrentham - motor vehicle accident - Everett Street - seriously injured patient transported to Southwood Community Hospital subsequently flown to Brigham & Womens Hospital by Boston MedFlight helicopter.
- February 6: Structure fire - Norfolk Public Library - incendiary fire resulting in minor damage to contents.
- February 16: Motor vehicle accident - Seekonk Street - two seriously injured patients transported to Southwood Community Hospital both subsequently flown to a Level I Trauma Center by Boston MedFlight helicopter. Mutual aid from the Wrentham Fire Department.
- February 19: Mutual aid to the town of Franklin - structure fire - Dean College, Peirce House - Ladder 1, Engine 2 and Engine 1 responded. Mutual aid received by the Millis Fire Department to cover the town of Norfolk.
- February 21: Mutual aid to the town of Foxboro - structure fire - Ancyent Mariner Restaurant - Engine 2 and Ladder 1 responded. Mutual aid received from the Millis Fire Department to cover the town of Norfolk.
- March 6: Severe weather - multiple calls throughout town. (Eleven incidents)
- March 23: Motor vehicle accident - Everett Street - seriously injured patient flown to Beth Israel Hospital by Boston MedFlight helicopter after being extricated from vehicle utilizing hydraulic tools.
- March 29: Mutual aid to the town of Wrentham - structure fire - Phillips Lane.
- April 1: Severe weather - spring snowstorm - multiple calls throughout town. (Sixty-two incidents)
- April 28: Motor vehicle accident - Dedham Street - two seriously injured patients transported to Southwood Community Hospital. Mutual aid from the Wrentham Fire Department.
- May 12: Mutual aid to the town of Millis - structure fire - Village Street.
- May 23: Structure fire - Campbell Street.

June 22: Severe weather - multiple calls throughout town. (Fifteen incidents) Mutual aid from the Wrentham Fire Department.

Civilian Deaths: 0
 Civilian Injuries: 2
 Firefighter Injuries: 3

August 1: Motor vehicle accident - Shears Street - seriously injured patient flown to Brigham & Womens Hospital by Boston MedFlight helicopter. Mutual aid from the Wrentham Fire Department.

FIRE DEPARTMENT ACTIVITY FOR 1997

August 19: Mutual aid to the town of Wrentham - structure fire - Creek Street.

EMERGENCY INCIDENTS:	1997	1996	1995
Structure Fires	45	40	33
Vehicle Fires	7	6	13
Motor Vehicle Accidents (Engine Response)	33	40	40
Outside Electrical Fires	52	33	19
Outside Fires	28	25	45
Hazardous Material Incidents	8	13	20
Fire Alarm Activated	61	86	87
Public Assistance	4	2	11
Line Box Coverage	1	3	2
Investigations	61	51	56
Miscellaneous	46	39	18
Assist EMS Unit	29	48	41
Carbon Monoxide Investigations	30	23	28
Secure Helicopter Landing Zone	60	35	24
Emergency Medical Services Incidents	584	565	547
Total Emergency Incidents	1,049	1,009	984

September 2: Motor vehicle accident - Cleveland Street - three patients transported to Southwood Community Hospital. Mutual aid from the Wrentham Fire Department and the Millis Ambulance Service.

September 7: Mutual aid to town of Wrentham - structure fire - West Street.

September 21: Motor vehicle accident - Mirror Lake Avenue - seriously injured patient transported to Southwood Community Hospital subsequently flown to Brigham & Womens Hospital by LifeStar helicopter.

EMERGENCY MEDICAL SERVICES:

September 25: Mutual aid to the town of Millis - structure fire - Village Street.

October 14: Hazardous materials release - MCI-Norfolk Industries Building - Mutual aid from the Wrentham Fire Department.

Total Emergency Medical Services Incidents	584	565	547
Medical	240	243	222
Motor Vehicle Accidents (Amb. Response)	104	100	103
Mutual Aid (Given/Received)	107	119	92
Advanced Life Support	264	269	229

November 1: Mutual aid to the town of Medway - structure fire - Village Street. Mutual aid to cover the town of Millis. Mutual aid from the Walpole Fire Department to cover the town of Norfolk.

November 21: Mutual aid to the town of Wrentham - motor vehicle versus school bus accident - mass casualty incident declared. Norfolk fire ambulance transported four patients to area hospitals.

FIRE PREVENTION:			
Smoke Detector Inspections for Resale	155	159	132
Smoke Detector Inspections for New Homes	36	44	40
Oil Burner Inspections	34	33	26
Propane Storage Inspections	8	48	4
Building Inspections	1	5	4
Gun Powder Storage Inspections	7	3	5
Underground Storage Inspections	20	12	18
Tank Truck Inspections	1	8	1
Fire Drills/Fire Safety Presentation	20	6	8
Monitor Blasting	13	49	31
Issue Burning Permits	794	722	689
Requests for Open Burning	1,344	1,068	1,231
Miscellaneous	9	2	5

December 2: Structure fire - MCI-Norfolk Property Building - two alarm fire. Mutual aid from the Wrentham, Millis, Walpole and Medfield Fire Departments. Three firefighters injured.

December 31: Mutual aid to the town of Wrentham - structure fire - Wolford Road.

1997 Fire Loss Assessment: \$244,130.00
 1996 Fire Loss Assessment: \$132,500.00

MISCELLANEOUS ACTIVITIES:

Meetings	30	28	30
Departmental Training	18	16	20
Recertification Training	3	0	2
Recruit Training	1	0	0
Details	162	174	281

APPARATUS STATUS REPORT:

Engine 2:	1991 Pierce 1,250 GPM Pumper	Excellent Condition
Engine 1:	1977 Mack (Refurbed 1992) 1,250 GPM Pumper	Fair Condition
Ladder 1:	1996 Emergency One 110' Aerial Ladder	Excellent Condition
Tank 1:	1989 White/GMC 2,500 Gallon Tank Truck	Good Condition
Squad 4:	1994 Ford F-450 Brush/Mini-Pumper	Excellent Condition
Squad 5:	1968 Dodge Power Wagon Brush Truck	Poor Condition
Squad 6:	1980 Chevrolet Brush Truck	Fair Condition
Rescue 49:	1992 Ford Class 3 Road Rescue Ambulance	Fair Condition
Car 4-0:	1995 Ford Bronco Command Vehicle	Excellent Condition

**FIRE AND POLICE
COMMUNICATIONS DEPARTMENT**

For the year ending December 31, 1997, the Communications Department handled over 5,000 police incidents, 1,000 fire incidents and countless thousands of phone calls for general information and service. Please remember that 9-1-1 should be used only in the event of an emergency, and all other calls should be made on the business line.

1997 was also a year of transition. Lieutenant Peter Petrushik and Sergeant Jonathan Carroll stepped down from their positions supervising the Communications Department to respond to more pressing needs in their respective departments. They were responsible for developing and implementing the Communication Department Policies and Procedures Manual. We are grateful for their efforts in achieving a better quality manual. In 1997, there were also many vacancies created with the resignation of seven of our part-time dispatchers, most of whom went on to find full-time employment in a related field. Good luck to all.

The Statewide Telecommunications Board updated some of our Enhanced 9-1-1 equipment. Now all radio and phone calls coming into the station are digitally recorded. This new equipment is easier to operate and less expensive to maintain.

We're hoping that funding for training that has previously been cut from our budget will be restored in FY 99, so that we may continue to assure a professional response to your needs for service.

Respectfully submitted,

Sergeant Robert J. Shannon

ROAD SAFETY COMMITTEE

The Road Safety Committee has four new members join this year. The Committee has been active in the following areas: investigating intersections with significant numbers of accidents; recommending to the Highway Superintendent - new road signs, street lights, and street signs; developing rules and orders for pedestrians and motor vehicles in town; working with school committee, recreation committee, and safety officers in planning a safer system of roads and sidewalks.

Last year, a warrant article was presented at Spring Town Meeting to specifically fund sidewalks, as proposed by the Town's Master Plan. This year, another article on sidewalks will be presented.

The Committee acknowledges and thanks the many municipal employees for all their help.

Respectfully submitted,

Road Safety Committee

BUILDING DEPARTMENT

The Building Department consists of the Building Commissioner/Zoning Officer, Local Inspector, Electrical Inspector, Assistant Electrical Inspector, Plumbing Inspector, Gas Inspector and two part-time Administrative Assistants.

The Town of Norfolk Building Department conforms to the Commonwealth of Massachusetts State Building Code. The Building Commissioner and the Local Inspector enforce all provisions of this code and any other state statutes, rules, regulations and bylaws. The Building Department Inspectors oversee construction and installation of wiring and plumbing, to insure compliance with all code requirements for the safety of the general public.

The Building Commissioner carries out the State-mandated duties of inspecting and certifying all schools, places of assembly, public halls and places of worship.

The Building Commissioner is also the Zoning Officer for the Town of Norfolk and a great deal of his time is devoted to zoning issues and enforcement of the Town of Norfolk zoning Bylaws.

This year the Building Department oversaw the construction of a new Town Hall, the anticipated completion date is Spring, 1998.

Paul DiChiara, part-time Local Inspector/Assistant Zoning Officer resigned during the year to take a full-time position as Building Inspector for the town of North Attleboro. We wish Paul well. David Roche was hired to fill this position.

The Building Department would like to thank the various town departments, boards and officials for their support and assistance during the year.

Respectfully submitted,

Gerald E. Hughes
Building Commissioner

The following is a list of permits that were issued during 1997:

No. of Permits		Explanation	Est. Value
1996	1997		
33	34	New Dwelling	\$5,317,770.00
-	-	New Commercial	-
118	61	Additions/Alt. - Res.	575,637.00
6	8	Additions/Alt. - Comm.	58,243.00

PUBLIC SAFETY

1	-	New Municipal	-
16	11	Pools	115,333.00
11	1	Wood/Coal Stove	1,100.00
-	-	Solar Systems	-
2	1	Signs	100.00
7	1	Demolitions	3,000.00
14	8	Siding	48,800.00
52	28	Re-roofing	91,526.00
			\$6,211,509.00
260	153	Building Permits Total Fees to Treasurer	\$58,503.00
214	211	Electrical Permits Total Fees to Treasurer	\$9,919.00
95	93	Plumbing Permits Total Fees to Treasurer	\$6,162.00
45	57	Gas Permits Total Fees to Treasurer	\$1,668.00

HIGHWAY DEPARTMENT

The Town of Norfolk Highway Department is responsible for the maintenance and rehabilitation of Town roadways, storm water systems, municipal grounds and green spaces including schools and cemeteries and municipal solid waste.

The Department also provides vehicle maintenance and repair service for all municipal vehicles which include Police, Fire, Council on Aging, and Water Departments.

ROADWAY MAINTENANCE AND REHABILITATION

The Department completed various repairs on areas of failed roadway Town wide.

In conjunction with the water main expansion project for Briarwood Estates Subdivision, overlays were performed on 790 LF of Bridie Lane and 1375 LF of Grove Street from the intersection of Bridie Lane to house #90.

The first phase of the Chapter 90 projects was completed in portions of Needham Street, Seekonk Street and Medway Street. Details are noted below.

- Medway Street - 3330 LF - Reclaim existing pavement, regrade and install 2 1/2" of bituminous concrete base course.
- Needham Street - 1670 LF - Install three new drainage structures and a 1" bituminous concrete leveling course over existing pavement.
- Seekonk Street - 3600 LF - Repair existing drainage structures and install a 1" bituminous concrete leveling course over existing pavement.

The second phase of these projects is scheduled to be completed in the spring of 1998.

Crack Repair was completed on the following roadways: Medway Branch, Tucker Road, Country Squire, Turner Street, Meadowbrook Way, Chicatabut Avenue, Naugatuck Avenue, Masconemet Avenue, Cowesit Avenue and Day Street.

A temporary reconfiguration of the North Street and Shears Street intersection was constructed to eliminate turning motion conflicts. Site distance and reconstruction issues will be addressed in the final design phase.

DRAINAGE MAINTENANCE AND REHABILITATION

The Department completed various repairs on failed structures and piping systems Town wide and contracted the service of cleaning the Town's catch basin system.

The installation of 1000 LF of sub-drain was completed along portions of Pennacook Street and Montuck Avenue to correct the ground water breakout problem which caused severe icing conditions during the winter months.

ENGINEERING

After the spring of 1997 Public Hearing, the Town Center Project was revised due to personal property impact along Rockwood Road. Rockwood Road from Boardman Street to the railroad crossing was deleted for the project and the Massachusetts Highway Department (MHD) allowed the Town to incorporate Main Street from the railroad bridge to Boardman Street into the project. One hundred percent design will be completed by June of 1998. The project advertisement date is October 3, 1998.

Completed 100% engineering for Medway Street from House #80 to Myrtle Street.

Preliminary design was completed for the intersection of North Street and Shears Street, North Street and Union Street and Medway Street from Main Street to house #80.

The Norfolk County Engineers surveyed the intersection of Seekonk Street and Main Street, King Street and Union Street and King Street and Maple Street for future design.

Preliminary design and concept for the reconstruction of the Route 115 corridor (Pond Street) from the intersection of Needham Street and North Street to Route 1 in Foxboro and Route 1140 in Wrentham was approved by the MHD in June 1997. The project has been resubmitted for funding and construction under the FY-1999 - 2004 TIP.

GROUNDS MAINTENANCE

The Department performed daily and annual maintenance of municipal grounds and green spaces including schools and cemeteries.

The department completed the second phase of the Veterans' Memorial located at the Norfolk Cemetery. Lots were made available for sale in May 1997.

Trimmed and cut roadside shoulder areas Town wide to improve sight distance.

MISCELLANEOUS PROJECTS

The Landfill Capping Project was completed in December 1997. Asbuilt and certification plans are being prepared to submit to the Department of Environmental Protection for approval.

The Department installed the new flag pole on Town Hill. We would like to thank the Norfolk Police and Norfolk Fire Association for their donation to install the lighting system.

The Department completed the installation of a foot bridge over the new weir at Town Pond in conjunction with the Boy Scout project program through the Norfolk Conservation Commission.

A special note of thanks to all Town Departments and Boards who assisted us in the last year.

Respectfully submitted,

Remo R. Vito, Jr.
Highway Superintendent

TRANSFER STATION

In 1997 the Town of Norfolk Transfer Station continued to explore expansion of its recycling base. We received revenues for corrugated cardboard, glass, plastics, wood waste and metals. Town resources were used to haul the recyclables and solid waste to end sites.

The Town contracted for the removal of waste oil, tires and batteries. Brush and leaves were ground for mulch and made available to the residents of the Town.

The Town recycled approximately 1,108 tons of municipal waste, placing Norfolk for the second consecutive year, within the top five communities in the state not only meeting but slightly exceeding the state's goal of 46% community recycling.

To use the Recycling/Transfer Station, you must be a resident of Norfolk and purchase a decal for you vehicle. Specifics are outlined in our annual newsletter which is mailed to every household.

Residents currently using a curb side pick up service - Please feel free to come by and tour the facility. There are many services available to you that you may not be aware of. For example:

- Disposal of oil & antifreeze
- Collection area for yard & brush waste
- Donations are accepted for charities; Goodwill, Salvation Army, Lions (eye glasses), King Philip Boosters (returnable bottles & cans)

A special note of thanks to all Town Departments and Boards who assisted us in the last year.

Respectfully submitted,

Remo R. Vito, Jr.
Highway Superintendent

**TOWN OF NORFOLK TRANSFER STATION
ANNUAL REPORT 1997**

All of the figures in this report relate to the calendar year January 1, 1997 through December 31, 1997.

The Transfer Station was open to Norfolk residents twice each week, on Tuesday and Saturdays. The total number of operating days in 1997 was 101.

Non-Recyclable Waste

The Town of Norfolk contracts with Semass Partnership for disposal of household waste and Laidlaw Waste Systems for bulky waste.

Total compacted waste	781 tons
Total bulky waste	175 tons
Total non-recyclable waste	956 tons
Daily average	10 tons

The 781 tons of compacted waste represents 44,629 bags of household waste.

Recyclable Waste

Newspaper	360 tons
Corrugated Cardboard	103 tons
Mixed Paper	13 tons
Plastics (#1, #2)	18 tons
Waste Oil and Anti-Freeze	2 tons
Metal (white goods and metal cans)	118 tons
Tires	2 tons
Batteries (automobile)	1 ton
Glass (white and colored)	75 tons
Brush	245 tons
Leaves/Yard Waste	54 tons
Total Recyclable Waste	991 tons
Daily Average	10 tons

The figure for batteries and tires were derived by converting pounds to tons using the average weight of a battery (36 pounds) and the average weight of a tire (25 pounds)

Recycling Rate

Total recyclable + non-recyclable waste	1,947 tons
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These figures give a Recycling Rate of 51%.

NORFOLK ELEMENTARY SCHOOLS

The Superintendent's Report

On behalf of the Norfolk Elementary School Committee, the faculty and staff and the children of Norfolk, I again, offer my thanks for your support of the elementary school system. A wide variety of efforts go into providing an excellent education for our students and I am proud of the many people who work very hard to achieve these results.

Your elected School Committee devotes time and enormous energy in their job whether it is dealing with contract development, negotiations or developing and monitoring the budget process. The Committee has made a real commitment to the community and its children.

Norfolk Elementary School Committee

Rita Advani	Term expires 1999
Lucille Bailey	Term expires 1999
Maureen Howard	Term expires 1999
John Spinney	Term expires 2000
James Lehan	Term expires 2000

Organization

Lucille Bailey, Chairperson
 Maureen Howard, Vice Chairperson
 John Spinney, Policy and
 King Philip, Representative
 Rita Advani, Legislative Liaison
 James Lehan, Secretary

The Norfolk Elementary School Committee met regularly each month in MacBride Auditorium or in the Superintendent's Office located in the Freeman Centennial School.

Meetings were scheduled for the first Tuesday of each month and began promptly at 7:15 p.m. The public was invited to attend and participate in these meetings.

Superintendent of Schools

Lorraine S. Young, Ed. D.

Superintendent's Office

Thayer Olson, Business Manager
 Roxanne Verdeaux, Secretary
 Julie Siewsko, Bookkeeper

Administrative Staff

Mr. Robert Smith, Principal
 Freeman Centennial Schools
 Mrs. Linda Balfour, Principal
 H. Olive Day School
 Mrs. Betteanne McMahan,
 Part time Assistant Principal
 Freeman Centennial School
 Mrs. Lucia Godfrey,
 Part time Assistant Principal
 H. Olive Day School
 Mrs. Linda Balfour, Special Education Director
 Mrs. Patricia Connolly, Special Education
 Coordinator
 Mrs. Margaret Larkin, Supervisor of School Lunch
 Program
 Mrs. Martha Bettencourt, Manager of Freeman
 Centennial Cafeteria
 Mrs. Betty Brady, Manager of H. Olive Day
 Cafeteria
 Mr. Toby Lyons, Supervisor of Buildings

Secretarial Staff

Mrs. Janet Curran
 Freeman Centennial Schools
 Mrs. Virginia Navickas
 H. Olive Day School
 Mrs. Susan MacKinnon
 Special Education Office

Faculty and Support Staff

New members employed by the school system include:

Leslie Levine	Bonnie Enriquez
Jennifer Demenezes	
Roberta Hunt	Roseanne Idzal
Judith Niedzwecki	
Jennifer Pfeiffer	Melissa Tucker
Linda Robbins	Tina Masinda
Carol Burke	Sandra Butler
Kathy Astley	Janet Gallo

We accepted resignations from:

Karen Kraemer	Mary Barrett
Elaine Fagan	Judy Parmenter

Retirements:

Mrs. Ruth Luecke

School Committee

Mr. Jonathan Smith relinquished the responsibilities of the School Committee Chairperson when he decided not to run in the May election. Mr. James Lehan joined the School Committee for a "second term" as a result of the election. Mrs. Lucille Bailey assumed the duties of the School Committee chairperson during this year attending the Financial Planning Committee meetings, Selectmen Meetings in addition to numerous school system meetings. Mrs. Bailey and the members of the Committee attended the annual Massachusetts Association of School Committee Conference and the regional MASC meetings.

Mr. John Spinney kept the committee informed of King Philip Regional activities in his role as representative to the King Philip School Committee.

Mr. Spinney, assisted by Mrs. Maureen Howard, continued to lead the Committee in matters of policy. During this year the School Committee worked on a combination of new policy issues and the review of existing policies.

Mrs. Lucille Bailey and Mrs. Rita Advani co-chaired the budget subcommittee and worked endless hours to develop a budget that would be supported by the Advisory Board and with the Town Financial Planning Committee.

The School Committee completed negotiations of a new contract with the Norfolk Teachers' Association. The process was arduous and extensive but produced a clear understanding of the expectations of the Committee and the Association.

Review of Programs

Our extra curricula programs began in the fall of 1997 after the settlement of the teachers' contract occurred. The following programs were offered to students during the 1997-1998 school year:

Special Chorus

Advisor: Sharon Bade

Expectation: Students will have an opportunity to perform in this capacity.

Drug Busters (2 sessions)

Advisor/s: Trish Gallerani, Debbie Ayer

Expectation: Students will be able to work in a small group setting with a counselor/teacher to deal with the consequences of alcohol and/or drug abuse.

School Newspaper

Advisor/s: Anne Houle, Barbara McLacklan

Expectations: Student work will be published in a newspaper format on a regularly scheduled basis.

Piano Club

Advisor: Sharon Bade

Expectations: Students will have the opportunity to perform.

Student Government

Advisor: Carol Beard

Expectations: Students will have experience with the process of government and will engage in problem solving activities as well as those which develop school spirit and community service.

School Store

Advisor/s: Debbie Grout, Marilyn Latimer

Expectations: Students will learn basic principles of economics, i.e. marketing, pricing, distribution, etc.

Marionettes

Advisor/s: Robin Rappa

Expectations: Students will produce a puppet/marionette.

Video Production

Advisor/s: Sue Coyle, Diane Balut

Expectations: Students will produce a short video.

Computers

Advisor/s: Jim Lafave, Mike Kelly

Expectations: Students will use computer skills.

Ceramics

Advisor/s: Kelly Krauss, Buffy Casey, Anne Rogers

Expectations: Students will use create a ceramic piece.

Crafts

Advisor/s: Sue Todres, Maureen Gentry

Expectations: Students will complete a craft project.

American Girl Doll Club

Advisor/s: Simonne Favalaro, Betty Varey

Expectations: Students will learn about the American dolls.

TAPPS:

Advisor/s: Bonnie Enriquez

Tutor Assisting, Preparing Pupils for Success — Study and Organizational Skills

Expectations: Student will develop study and organizational skill.

Math Games

Advisor/s: Vivian Teague

Expectations: Students will practice math skills in competitive, enjoyable atmosphere. Students will have an opportunity to play strategy games as well as math skill games. The kids will be able to bring in their own games from home to share as well. We hope to give time for kids who love to play games a chance to work on them and maybe teach others how to play something new.

These programs added another dimension to the students learning and were valued by students and parents alike.

Enrollment

Our numbers continue to increase. Mrs. Judith Warren led the School Building Needs Assessment Committee to a successful conclusion of their study. The group had completed an exhaustive study of building use and enrollment projections to conclude that an addition to the H. Olive Day School is necessary. A request for funds to design and cost out such a project was submitted by the Committee at the May Town meeting and was subsequently approved. At the special Town Meeting held in December the request to support the addition of eight classrooms was accepted and election was scheduled for January 15, 1998. The outcome of the election indicated that the townspeople understood that there is a real need for additional classroom space.

The following indicates the elementary school enrollment as reported in the annual October 1 report to the state.

Pre Kindergarten	46
Kindergarten	157
Grade One	151
Grade Two	185
Grade Three	171
Grade Four	139
Grade Five	158
Grade Six	149

Five Year Plan

At the June School Committee meeting all strands of the Five Year Plan reported on the achievement of their goals. Again we made less progress than we had hoped for during the first half of the year because of the ongoing contract negotiations. In the capital project category, Mr. Lyons managed several demanding projects bringing each to completion at or under budget.

Several improvements to school properties were accomplished during 1997. Forty-four year old windows were replaced with modern dual-paned units in the third grade wing of the Freeman School. Also in Freeman, the thirty-three year old windows in the fourth grade wing and MacBride Auditorium were likewise replaced. The security system at Freeman Centennial School was expanded and updated.

At the H. Olive Day School, the sidewalk at the gymnasium/cafeteria end of the building was regraded, repaved, and reseeded top correct drainage problems.

The Foundation Reserve grant allowed the School Committee to begin a review of the site plan for the Freeman Centennial Schools. Mr. Lowell Robinson, a local landscape architect, prepared an analysis of the school property including recommendations for playground areas, traffic flow, roadway reconfiguration, parking, playing field reorganization, sidewalks, and storage. This plan will be presented to the community for discussion and recommendations will be made to the capital improvement committee under the Five Year Plan.

Budget

Mr. Norman Gentry and Mr. Ted Cannon met with the administration and School Committee in their role as liaisons between the Advisory Board and the School Committee. Each budget line item was analyzed and discussed during this process and the Advisory Board was able to support the request for additional funds for the elementary school budget.

H. Olive School

The year 1997 saw the H. Olive Day School "bursting" in many respects. In terms of physical space, it was "bursting at the seams" while inside those crowded walls, the staff, students and administration were "bursting" with activity and pride in those

activities! During the early months of 1997, the Teachers' Workroom was converted to a Computer Resource Room. After identifying a need for the students and staff to have access to computers in such a setting, the staff very graciously surrendered their workroom for the use of the students in their pursuit of excellence in the field of technology. The resulting Computer Resource Room which was created by Mrs. Bonnie O'Connell, the Technology Resource Teacher, has been used extensively by the staff and students who are learning and applying technology skills at a rapid rate. To view just a sampling of the variety of activities that are taking place at the H. Olive Day School the public is invited to visit the school in person (by appointment) or via the Internet at our Web Site at <http://www.norfolk.k12.ma.us>.

The crowded physical space at the H. Olive Day School continued to have an impact on our fine arts program in particular as the art program continued to be delivered "on a cart" to the students and the music program was confined to a portion of the stage. The administration, staff and students of the H. Olive Day School fully supported the efforts of the School Building Needs Assistance Committee as they gathered information regarding the school space needs and presented this information to the residents of Norfolk. The H. Olive Day School "family" is elated that the town of Norfolk has agreed with the Committee's finding that more space is needed at the school and has made the commitment to add the needed space. The celebration of this space is already being planned! The H. Olive Day School staff and students thank the School Building Needs Assistance Committee and Mrs. Judith Warren, the Chairperson, for its work in the identification of the space needs and its untiring efforts bringing these needs to the attention of the residents of Norfolk.

In spite of the crowded physical space at the Day School, with the beginning of the 1997 - 1998 school year came the partial restoration of programs in physical education, art and music. The passing of the FY 98 school budget ensured that the students now have these subjects once every five days - a significant increase over the last school year. Again, the administration, staff and students are grateful that the town has allocated the funds to fund this partial restoration. It has made a wonderful difference in the total educational program provided for the students at the H. Olive Day School.

The beginning of the 1997 - 1998 school year brought some changes to the teaching staff at the H. Olive Day School. Mrs. Karen Kraemer left her grade one teaching position after providing dedicated service to the children of Norfolk. While she is missed, Mrs. Jennifer Pfeiffer, has been welcomed to the staff as a grade one teacher. Another welcome addition to the staff is Ms. Melissa Tucker who joined the Special Needs staff as a part time Resource Teacher. Ms. Tucker's position was created in order to allow the school to provide appropriate educational services to our growing student population. The Day School is fortunate to have Mrs. Roberta Hunt not only continue to provide

Adaptive Physical Education services, but also add new vitality and depth to our regular Physical Education program as a component of the restoration of this program.

The GrowLab Program has continued to grow and, thus, promote educational growth in the Day School students and staff alike. This program, which is funded by a grant that is managed by Mrs. Lucia Godfrey, the Assistant Principal and Developmental Math Teacher, has not only been incorporated into classroom activities, but has also been the catalyst for some of the school wide events that have become favorite annual activities of the students - the Annual Bulb Planting Days and the planting of the butterfly garden. The GrowLab Program was also fortunate to have Mrs. Carele Mayer, a former HOD teacher, provide some of the training for the "new" GrowLab teachers.

The Social Competency (Open Circle) Program has continued to flourish at the H. Olive Day School due to the efforts and commitment of the teaching staff. All classrooms now implement the Open Circle program. The problem solving and conflict resolution strategies taught through this program are applied school wide to all activities whether in the classroom, the cafeteria or on the playground. The philosophy of this program and its emphasis on the development of children as competent, social beings perfectly complements the developmental educational program provided for the young students of the Day School.

The financial and personal generosity of the members of the Norfolk Teacher Parent Association has continued to be an important factor in the success of the educational program provided for the HOD students. The TPA Curriculum Enhancement Program which is coordinated by Mrs. Martha Cross, parent, and Mrs. Anne MacKenzie, teacher, continue to add another dimension to the educational program at each grade level that simply would not exist without the fund raising efforts and planning of the TPA Executive Board. As important as the special programs, however, are the hours of volunteer work which are contributed by the members of the TPA and enhance every aspect of the daily operation of the Day School. The H. Olive Day School family extends heartfelt thanks to Mrs. MaryAnn Wilcox, the President of the Norfolk TPA, the members of the Board and all of the members who contribute their time and energy to ensure the success of the school.

Continuing the emphasis on the HOD school "family", the students, teachers, support staff and administrators celebrated some very special events at the H. Olive Day School. School wide celebrations included activities that have already become "traditions" at HOD - the Halloween Costume Parade, the Thanksgiving Assembly, the Holiday Sing Along, the Earth Day Celebration, the Memorial Day Remembrance, the Flag Day Program. In addition, "Fun in the Sun Day" was used as an interactive and fun experience for the students and staff to not only mark the beginning of the summer season, but also to participate in activities from all subject areas and enjoy the outdoors. Ex-

tending such educational experiences into the summer months was the goal of Mrs. Susan Wolkon, the Developmental Reading Teacher, who devised and managed the "Spiderman Reading Challenge Program", a recreational reading program for students at the school. Students read books over the summer and recorded their accomplishments. This program provided a wonderful incentive for the students to continue reading over the summer. Mrs. Sherri Holleran provided the print material and the prizes for the program through the generosity of her employer, DeWolfe Realty. The HOD students appreciate the effort and the funding that was invested in this program by Mrs. Wolkon, Mrs. Holleran and the DeWolfe Company.

An important component of the mission of the teachers, administration and staff at the Day School is to not only educate the students, but also to guide them in the process of becoming life long learners. The teachers and staff model this behavior as they continue to pursue professional development opportunities through courses, workshops and other learning situations. In order to increase the professional opportunities available to the professional staff, last year the Day School accepted the Department of Education's invitation to join the first professional development alliance offered to elementary schools. The H. Olive Day School continues to be a member of the South East Elementary School Alliance (SEESA). Fourteen elementary schools now belong to this alliance. The goal is to provide teachers professional development opportunities that meet the standards of the Educational Reform Act and, at the same time, meet the needs of the teachers and the schools in regard to the content of professional development. Over the past year, the teachers have benefited a great deal from the educational opportunities offered through the alliance. So far, the experience has been a satisfying one that continues to hold great promise for the future.

The H. Olive Day School experienced a year of excitement, growth and wonderful educational experience. The administration and staff, believing that it does, indeed, "take a village to educate a child", knows this could not have happened without the support of the entire town of Norfolk. In addition to the groups and individuals referred to previously, thanks are due to members of the following: the Norfolk Fire Department, especially Lieutenant Petrushik and Firefighter Bixby, who provided the students with wonderful fire safety programs; the Police Department, especially Officer Plympton, who provide safety programs and daily safety measures; the Highway Department who not only keep the grounds groomed, but also helped with the Butterfly Garden; the Girl Scouts who helped to beautify the grounds with a massive bulb planting; the Holmes family who provided bus safety programs (and also planted grass seed!); SEEN (Seniors Encouraging Education in Norfolk) who enhance the educational and emotional atmosphere of the school; the School Council who advise and advocate well for the students and staff; the School Committee and Superintendent Lorraine Young who provide the vision and access the necessary resources. Without all of these members of the extended school "family",

the H. Olive Day School would not have experienced such a successful year in 1997.

Linda Balfour, Principal
H. Olive Day School

Freeman/Centennial School

It is with pride and pleasure that I share my view of this past year at the Freeman-Centennial Schools' for the students, faculty and support staff. It certainly has been a most exciting and rewarding year for the entire school and school community. Enrollments, activities and learning have increased... and the programs and services for the children did likewise. Additionally, it is my privilege to express to you the entire school community's appreciation to the Town for their support to the schools. You can update yourself on many of the wonderful learning activities the children have experienced and are experiencing at the Freeman-Centennial Schools by accessing our Website at:

<http://www.norfolk.k12/ma.us>

Enrollments - In the spring of 1997, 139 students, one of the larger classes to exit the Freeman-Centennial Schools, were promoted from Norfolk's elementary program. However, as we look forward to 2001 and our present third grade with its' 172 students, we are made aware of the significant student growth in the Norfolk Schools... and the knowledge that classes will continue to increase in numbers. We anticipate this continued enrollment growth for at least the next 5 years.

At this time, there is adequate space for our students and their support programs with every classroom in the Freeman-Centennial Schools being utilized for instructional purposes. In the future there may be some combining of programs and sharing of space, developmental reading and math is one example, but we will continue to have sufficient space for the Grades 3-6 programs in this facility.

A special "thank you" is extended to the Norfolk community and all voters for their support to these enrollments by passing the 1997-98 School Budget that has allowed the Freeman-Centennial Schools' administrative team to schedule "specialist programs", such as music, library, art, and physical education, along with computers for students and teachers, once every five days, rather than the prior seven day schedule. The children and teacher have really enjoyed the increased opportunity for learning in these important content areas.

Special Events - Throughout the year, many exciting activities fill the children with pride for their school. This year, Mrs. McMahan, our part-time assistant principal, south and received a grant to design and construct a "Multicultural Mural" in the cafeteria of the Freeman-Centennial School. Under the guidance of muralist, David Fischner, the entire 600+ student

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population; researched, designed, and painted a most impressive work of art, which shows the "multicultural nature" of the Freeman-Centennial Schools' social studies curriculum. Feel free to contact the school (528-1266) and make arrangements to see the "children's work of art".

Other school activities which bring the entire community together throughout the year are our class and grade level plays, band and chorus concerts, Student Council sponsored "Spirit Activities", special PTA sponsored "Enhancement Programs", the Grade 6 BULB GARDEN, Veterans' and Memorial Day Assemblies, D.A.R.E. Celebration, Food and Coat Drives for the Needy, Odyssey of the Mind Program, and Holiday Celebrations. The entire school community enjoys and learns from these wonderful events.

Personnel Changes - The conclusion of the 1996-97 year was the beginning of a "new adventure" for Mrs. Ruth Luecke, Grade 6 teacher. Mrs. Luecke retired after 22 years of service. She will be sorely missed by students, parents and her colleagues at the Freeman-Centennial Schools and the H. Olive Day School. I know that you will join with me in extending "thanks" to Mrs. Luecke's for her many years of service to the Norfolk schools and its' children and our sincere wishes for a wonderful retirement.

We have made the following changes to programs and/or additions to the faculty with the additional funding source you provided. Mr. Thomas, our physical education instructor, and Ms. Beard, our art teacher, have assumed responsibility for the Freeman-Centennial Schools' Physical Education and Art Programs for the approximately 620 students in this building, now, ...rather than servicing 1,150+ students in both buildings last year. Again, I know that the children and faculty appreciate your support to these programs.

Mr. Kelly, former grade 5 teacher, was assigned to an expanded position of Computer Resource Teacher in the Freeman-Centennial Schools, replacing Mrs. O'Connell, who assumed a similar role in the H. Olive Day School. Mr. Matez, returned to third grade, after being at the H. Olive Day School for the 1996-97 school year. Miss Solow was reassigned to a Grade 5 position from the Special Needs Department and finally, Mrs. Wilson, returned to grade 6, replacing Mrs. Luecke.

New teachers: Mrs. Idzal, Grade 5 teacher, Mrs. Levine, a part time (.5) music teacher, Miss Jennifer DeMenezes' in the Special Needs Department and Mrs. Astley, Associate Librarian, replacing Mrs. Schwartz, who resigned at the end of the 1996-97 school year.

Curriculum Development and Assessment

The Freeman-Centennial Schools, as one of the requirements of the New England Association of School and Colleges

accreditation process, have been working on curriculum review and development for the past five years. Mrs. Kaufman, Grade 3 teacher and Steering Committee Chairperson, along with Mrs. Houle, Grade 4, Mrs. Wilson, Grade 6 and parents; Mrs. Marie Hedberg, School Improvement Council, Mrs. Mary Ann Wilcox, TPA President, and Mrs. Sandra Scott, parent, completed the school's Five Year Follow-up Report which was due in October. Upon submission in October and review by the Commission of the NEAS&C in November, the Freeman-Centennial Schools were granted approval for their Report by the Commission. Words from the Commission such as, "The Commission was impressed that the town of Norfolk reacted to the needs of the elementary students by building the H. Olive Day School, leaving the Freeman-Centennial School with the necessary space to incorporate a library and fine arts area and appropriate space to augment the educational program." or "In addition, the Commission wished to commend the F/C Schools for the appropriations projects..." showed the Commission the high priority which the community has placed on education for its children. The NEAS&C will revisit the Freeman-Centennial School in 2002 for their decennial visit with a peer review team for reaccreditation. The Norfolk community can be proud of the achievement and support for schools which made this accreditation award possible.

CONGRATULATIONS NORFOLK!!!

The Norfolk Schools' curriculum emphasis for this year has been in the area of Language Arts. It is expected that the initial document will be completed by June of 1999. When this task has been completed, the District will have achieved the goal of reviewing and rewriting each of the four major content areas science, mathematics, social studies, and language arts, plus music, art, physical education, library, health and computers over the past six years. The faculty and administration's work on this important curricular task demonstrates the many hours that this caring, dedicated and hard working professionals have achieved for the District. Additionally, Grade 3 teachers have been and are continuing to be trained in the Reach Out To School: Social Competency Program...a program that "recognizes the critical role that relationships play in the social development and academic success of children".

The assessment program for students, the CAT/5 (California Achievement Tests) have been very positive, as reflected in the following average score results shown (mean score is 50%)

Grade 2:	Total Battery - 82.3%
Grade 3:	Total Battery - 88.5%
Grade 4:	Total Battery - 76.8%
Grade 5:	Total Battery - 78.0%
Grade 6:	Total Battery - 87.0%

...the Massachusetts Grade 3 Reading Test Results: (National School Norms 50% - mean score)

Vocab	Reading Comp	Reading	Total Spelling
96%	89%	93%	94%

With a range of average scores shown in Norfolk's CAT/5 tests between **26.8% and 38.5% above the national average**, and the **even higher scores on the State Reading Test**, as shown just above, I believe it is appropriate to state that the students and faculty of the Norfolk Public Schools have been doing their jobs well.

In closing, I would like to thank the Town of Norfolk for its support to the schools and their fund raisers; the School Committee, our Superintendent of Schools, the Freeman-Centennial Schools School Improvement Council; the TPA, Senior Citizens, parents and friends of the Freeman-Centennial Schools for their many hours of volunteer support to our programs; the students for their continued "best efforts"; the teachers for their professionalism and modeling of what "life long learning is all about" through participation and involvement in various content/special area workshops, college course work completion, and continued professional development efforts; our D.A.R.E. and safety officer for his dedication to all our children; the Norfolk Police and Fire Departments for their assistance with school supported programs; the food service and custodial staff for their hard work; last, but certainly not least our school nurse and secretary for making the Administrative Office operate so effectively under very adverse conditions. All of these people working together, every day, make the Freeman-Centennial Schools an exciting and fun place to learn and grow.

Robert P. Smith
Principal, Freeman Centennial School

Special Education

The special education department of the Norfolk Public Schools is responsible for identifying children in need of special education services and providing those services in the most appropriate, least restrictive setting. Special education services in Massachusetts are provided under the guidelines of Chapter 766, the Massachusetts Special Education Regulation. The Norfolk Public Schools provides a variety of services to our students from age 3 through grade 6. In order to meet the number of diverse educational needs of our school community, the special education department has grown. Our staff includes early childhood teachers, learning disabilities specialists, speech and language pathologists, a school psychologist, an occupational therapist and assistant, a physical therapist, an adaptive physical education teacher, a vision therapist, special needs aides, a secretary, a special needs coordinator and director.

The Norfolk schools have accessed grant funds and continue to access them in order to provide training for teachers in regard to inclusion and collaborative teaching models. Regular and special education staff have had the opportunity to partici-

pate in training sessions to develop visual communication programs and explore the components of a structured, phonetic reading program. The special education staff working with students in grade 3 through 6 were provided with behavioral challenged students. The special education staff have had continued opportunities to participate in specific workshop topics that relate directly to the diverse population of students that they service.

The special education department has added additional staff in order to provide the types of programs necessary for our students. The special education staff and the regular education staff have continued to work together to offer service delivery options that provide services for children in kindergarten through grade six using an inclusive model. This model emphasizes providing services for students within the regular classroom to the greatest degree possible. A collaborative teaching team provides for the needs of those students through the use of classroom modifications and small group instructional groups within the regular classroom setting. This has been of benefit not only to the children who are receiving special education services, but also to other students in the class who benefit from a lower teacher to pupil ratio. The special education program continues to provide services outside of the classroom (e.g. in the resource room or speech/language room) in order to provide a continuum of services to meet the needs of all of our students. Some children may have educational needs requiring specialized services that are best provided in another educational setting. A Team recommendation for a program outside of our school may be made. The Norfolk Public Schools belong to the BICO Collaborative, an educational collaborative. Decisions in regard to how services are delivered for students are made on an individual basis as part of a Team evaluation process.

The Norfolk Parents Advisory Council for children with special needs has become active. The council has provided after school sports programs for the special needs child, evening presentations on topics relating to the special needs child, and holiday parties.

Anyone who would like more information in regard to special education services in the Norfolk Public Schools should contact Linda Balfour or Patricia Connolly at the H. Olive Day School, 541-5478.

Patricia Connolly
Special Education Coordinator

Technology

The Norfolk Public Schools have been actively expanding their integration of technology into the curriculum at all grade levels. With the creation of Computer Resource Instructor positions for both the H. Olive Day and Freeman/Centennial Schools, we are offering children and their teachers the opportunity to take full advantage of the software purchased for grade level

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curriculum areas, access to the World Wide Web for information gathering and sharing of that knowledge in the form of interactive multimedia presentations and printed report, etc.

In addition to expanding our technology usage within the school walls, recent Massachusetts Department of Education Technology Bond Grant funding has enabled the schools an opportunity to expand our network out into the community! The state technology grant, provided to communities that completed a comprehensive Five Year Technology Implementation Plan approved by the Department of Education (Our plan was approved the summer of 1996!), has given us the funding to purchase the additional hardware and software needed to offer email/conferencing access to every member of the community!

Virtual.Norfolk - Community Access is a unique opportunity recognized statewide.

In addition to Virtual Norfolk - Community Access, we have been able to collectively pool our resources as a community and connect all municipal and school offices in town via the Institutional Loop (I-Loop) provided by Time Warner Cable. Our Data-over-cable equipment allows the Town Hall, Public Library, Police/Fire stations and Highway Department to share critical information between departments as well as access global information via the Internet at a reduced cost by sharing the school's high speed connection to the Internet. Many communities are discussing such an arrangement in their town while Norfolk is utilizing it today!

The school year has seen an enormous increase in the use of the schoolwide network as children start working on a computer in their classroom, continue working on their project in the Computer Resource Room (many times with classmates in small group activities) and, often times, finishing the work back in their classroom or even at home in addition to accessing worldwide educational information with their teachers guidance. Our Technology Implementation Plan instituted the following items this past school year:

- * 4 Macintosh computer were purchased for an additional Grade 5 classroom
- * TV/VCR video learning were implemented in Grade 5 classrooms
- * An expanded accounting and payroll system
- * Software purchases to match grade level, curriculum needs
- * Faculty & Staff Development emphasizing "outside-the-classroom-walls" information access

Technology has become an invaluable tool for teachers and the children throughout both our elementary schools in Norfolk and we invite you to visit the school website at <<http://www.norfolk.k12.ma.us>> for a more complete gallery of activities, etc. that have taken place over the past school year!

James Lafave
Technology Coordinator

Summary

Students in the elementary schools tested above the state average on the MEAPS test and compared favorably on the California Achievement Tests. Attendance exceeded the 95 percentile in both schools. For much of the year students took advantage of all extracurricular activities that were offered. The students performed in plays and in concerts. Sports programs were fully subscribed. Students were active, healthy and well-behaved.

Our children enjoy the support of a caring and professional faculty and staff supplemented by our wonderful senior citizen volunteers and our great parent teacher organization. They are indeed most fortunate.

Respectfully submitted,

Lorraine S. Young, Ed.D.
Superintendent of Schools
Robert Smith
Principal, Freeman Centennial Schools
Linda Balfour
Principal, H. Olive Day School
Patricia Connolly
Special Education Coordinator
Toby Lyons
Buildings Supervisor
James Lafave
Technology Coordinator

KING PHILIP REGIONAL SCHOOL DISTRICT

SUPERINTENDENT'S REPORT

It is with a great deal of pleasure that I submit this report. This has been an important year for the King Philip Regional School District as we continue to try and provide a quality education for our children. Our staff, including teachers, administrators, secretaries, custodians, and support personnel, commit themselves, daily, to excellence in education. Our student population continues to rise and now totals 1,557. As enrollments rise, our greatest challenge is to provide the students with the space, staff, and materials necessary to maintain our current level of education. Projected enrollments reflect a 26% increase over the next five years. Keeping class size reasonable continues to be a top priority for parents, teachers, and the administration.

With limited resources and increasing enrollments, the budget continues to be our greatest concern. Since the Education Reform Act of 1993, it appears to me that the district is receiving a disproportionately low share of state funding. There is a new education funding formula currently being developed with the League of Women Voters and should this pass, the district would receive a substantial increase in state funds. Without increased funding from either state aid, increased taxes or overrides, rising enrollments will make providing quality education very difficult. To this end, we continue to review and update long range forecasts of enrollment. There is a School Facilities Review Committee to assess the impact of these enrollments in terms of both space and maintenance.

We will continue to work, closely, with the three towns to articulate our needs and to attempt to balance those needs with those of the three communities. As we are all aware, the vitality and reputation of the three towns directly correlates with the quality of the public school system.

In closing, I would like to take this opportunity to express my sincere appreciation to the teachers, support staff, administrators, school committee members, parents, and the community, for their dedication to the well being of young people. I believe the challenges that the district faces will bring opportunities never imagined. With the support and encouragement of the entire community, the district will forge ahead to continually improve a school system with an already outstanding reputation.

On a more personal note, I would like to wish Dr. Perry Davis success in his new position as Superintendent of the Dover/Sherborn School District and I would like to thank everyone for the tremendous support and encouragement I have received as your Interim Superintendent.

Respectfully submitted

Thomas M. Reis
Interim Superintendent of Schools

KING PHILIP - NORTH

The King Philip - North School Council is to be commended for their efforts in addressing the following: Professional development; Review of the FY98 budget; Time on Learning strategies; Development of a new attendance/tardy policy; Review and update of the student/parent handbook.

Special thanks to Officers Steve Plympton, Norfolk Police Department, Jim Rocket, Plainville Police Department, and Jeff Smith, Wrentham Police Department, for their continued efforts to promote drug free schools through their presentation of the D.A.R.E. Program to our eighth graders.

The addition of a French teacher to our Unified Arts Program has afforded our students the opportunity to get an exposure to both the Spanish and French languages.

Special thanks to KP - North science teachers, Nancy Kovar, Fred Murtari, Larry Tingley, and Alan Harris for their outstanding efforts in revising our seventh grade science curriculum this past summer.

Inclusion of special needs students with our regular school programs continues to develop through training of both special needs and regular staff members in a co-teaching model.

During the first state sponsored "Net Day", our school received tremendous support from parents and staff to begin the process of "wiring" all of our classrooms to afford our students access to the World Wide Web. Very special thanks and appreciation for the fine efforts from: Gordon Woodhams, Bob Calkins, Kevin Gleason, Henry Brawley, Paul Spencer, Bruce Khounborinh, Algot Runeman, Steve Myette, Rich Klokman, Larry Tingley, Ron Marino, and Perry Davis

KING PHILIP REGIONAL HIGH SCHOOL CLASS OF 1997 STATISTICS TOTAL CLASS POPULATION - ENROLLMENT

238

	TOTAL	PERCENT
Four Year State Colleges	54	23
Four Year Private Colleges	114	48
Two Year State Colleges	12	5
Two Year Private Colleges	7	3
Career Schools	4	2
Preparatory Schools	1	5
Military	6	2.5
Employment	30	12

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Undecided	10	4	Endicott College
Total Population		238	Evergreen State University
Total Students Continuing Their Education			Fairfield University
	192	81.5	Fitchburg State College
Total Students Four Year Colleges			Frammingham State College
	168	71	Franklin Pierce College
Total Students Two Year Colleges			George Mason University
	19	8	Georgetown University
			Gordon College
			Harvard University
			Hesser College
			Hobart & William Smith College
			Indiana University
			Ithica College
			Jacksonville University
			James Madison University
			Keene State College
			Lassell College
			Lehigh University
			Lesley College
			Lyndon State College
			Marist College
			Marshall University
			Mary Washington University
			Marymount University
			Mass Bay C.C.
			Mass College of Art
			Mass College of Communication
			Mass College of Pharmacy
			Mass Maritime College
			Massasoit C.C.
			Merrimack College
			Messiah College
			Miami University
			Mitchell College
			Monserrat College of Art
			Mount Allison University
			Mt. Ida College
			N. Carolina University
			N.E. Inst. of Technology
			New England Conservatory
			Newbury College
			Nichols College
			Northeastern University
			Northwestern University
			Norwich University
			Notre Dame College
			Ohio State University
			Ohio Wesleyan University
			Penn State University
			Plymouth State College
			Providence College
			Purdue University
			Quinnipiac College
			R.I. School of Design

CLASS OF 1997 COLLEGES ACCEPTED

Appalachian State University
 Aquinas College
 Arcadia University
 Assumption College
 Babson College
 Ball State University
 Bates College
 Bennington College
 Bentley College
 Berklee College of Music
 Boston College
 Boston Conservatory
 Boston University
 Brandeis University
 Bridgewater State College
 Brown University
 Bryant College
 California State University
 Cape Cod C.C.
 Carneige Mellon University
 Castleton State College
 Clark University
 Clarkson University
 Clemson University
 Colby College
 Colby Sawyer College
 College of Holy Cross
 College of William & Mary
 Colorado State University
 Columbia University
 Comm. College R.I.
 Cornell University
 Daniel Webster College
 Dartmouth College
 Delaware Valley College
 Drew University
 Duke University
 Dusquesne University
 East Carolina State University
 Easter Nazarene College
 Eckerd College
 Edinboro University
 Elmira College
 Emanuel College
 Emerson College

Regis College
 Rensselaer Polytechnic Institute
 Rhode Island College
 Roanoke College
 Robert Wesleyan
 Roger Williams College
 Russell Sage College
 Rutgers University
 Sacred Heart College
 Salem State College
 Salve Regina University
 Sarah Lawrence College
 Seaton Hall
 Shenandoah College
 Sienna College
 Simmons College
 Smith College
 Springfield State College
 St. Anselm College
 St. Joseph College
 St. Lawrence College
 St. Leo College
 St. Michaels College
 Stanford University
 Stonehill College
 Susquehanna University
 State University of NY

Syracuse University
 Trinity College
 Tufts University
 Tulane University
 U. MA Amherst
 U. MA Boston
 U. MA Dartmouth
 U. MA Lowell
 U. Maine Farmington
 U. Maine Orono
 U. of Alaska
 U. of Chicago
 U. of Conn.
 U. of Delaware
 U. of Florida
 U. of Georgia
 U. of Hartford
 U. of Kansas
 U. of Long Island
 U. of Maine Presquile
 U. of Memphis
 U. of Miami
 U. of N. Arizona
 U. of N. Colorado
 U. of New Haven
 U. of Oregon
 U. of Rhode Island

U. of Rochester
 U. of S. Conn
 U. of South Carolina
 U. of Southern Maine
 U. of Tampa
 U. of Tennessee
 U. of Vermont
 U. of Virginia
 U. of RI
 United State Military Academy
 University of New Hampshire
 Utica University
 Vanderbilt University
 Villanova University
 Virginia Tech. Inst.
 Wake Forest University
 Wayne State College
 Wheaton College
 Wellesley College
 Wentworth Ins. of Tech.
 Wesleyan University
 West Virginia Wesleyan
 Western Michigan University
 Westfield State College
 Wheelock College
 William Patterson College
 Williams College
 Worcester Poly. Tech.

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 1997 the School Committee reorganized and elected the following officers: Alan Lovely (Plainville) Chairman, Robert Heavey (Medway) Vice-Chairman, and Mark LaScola (North Attleboro) Secretary.

The School Committee conducts its regularly scheduled meetings on the third Wednesday of each month at 7:30 P.M. in the Committee Meeting Room at the school. Sub-committee meetings are scheduled as needed.

Graduation:

On June 15, 1997, 156 students were graduated in an impressive afternoon ceremony. Victor Knust Graichen, Chairman of the Tri-County School Committee, delivered the welcoming address to more than one thousand guests. Music was provided by the North Attleboro High School Band.

Camilla Huston, Director of Pupil Personnel Services, presented scholarships and awards totaling more than \$200,000 to deserving seniors.

Pupil Personnel Services:

In September 1996, Tri-County welcomed approximately 794 students to the new school year. The district towns and number of students are Norfolk 34, Millis 28, Medway 58, Franklin 164, Medfield 25, North Attleboro 182, Plainville 60, Seekonk 68, Sherborn 6, Walpole 69, and Wrentham 60. Also 40 students were accepted from out-of-district areas.

The Pupil Personnel Department continued its evening program for 96-97. The Guidance Department continued its Peer Helpers program to assist with school adjustment and to introduce Tri-County to junior high students in the community. The department continued its programs on preparing for college with the assistance of Dean College Financial Aid Administrators and Admissions Counselors. Tri-County hosted two Career Days for Grade 8 students and held evening Open Houses for parents.

Tri-County has established itself as a leader in the Tech Prep System. This concept has been referred to by National Business and Educational Leaders as one of the most exciting initiatives in education. The primary function of the Tech Prep program is the combined secondary/post-secondary program that is being offered to Tri-County students with Massachusetts Bay Community College, Wentworth Institute of Technology, Northeastern University, Dean College, Middlesex Community College, Aquinas College and Massasoit Community College. Stu-

dents involved in the Tech Prep program must complete an established level of academics and technical competencies. Student upon completion of their high school work will be awarded credits according to the articulated agreement. Last year we developed an individual agreement with the Electrical Department of the New England Technical Institute.

Tri-County along with the Franklin Area Chamber of Commerce serves as the co-chairs of the Tri-County School-to-Career Partnership. This partnership will share in over \$762,000 over three years to serve the career education needs of all area students.

Academics:

The Education Reform Act of 1993 has mandated change, improvement, and a raising of standards for all public schools in Massachusetts. To that end, Tri-County has embraced a national vocational initiative, High Schools That Work, as its procedural vehicle for effecting such goals. As we enter academic year 1997-98, the third year of participation in this program, we already see positive results and continue to strive for even higher standards.

This year we have completely rewritten each course curriculum to allow for consistency within the respective disciplines to reflect our new course sequencing and to match the State Curriculum Frameworks. It is our belief that these revisions will better prepare our students for the worlds of work and continuing education and will result in proficient results on the Massachusetts Comprehensive Assessment Systems (MCAS) tests. We are already enheartened in this regard by our positive performance on this year's IOWA tests.

As we raise our standards and challenge students to perform at higher levels, we need to remember to increase our support to them. This year's Summer Academy is such an effort. Its purpose is to provide invited students an opportunity to fill in missing shells in the areas of Math, Reading or Writing so that they could better succeed in the next academic year. More initiatives will follow.

Vocational-Technical Programs:

The vocational programs have made every effort to simulate real work experience by providing service to the district town agencies, civil organizations, and residents. The Auto Repair, Auto Body and Metal Trade Departments are fully scheduled for customer work at all times. Work is accepted from district residents if such work coincides with the instructional curriculum. The Auto Repair Program has received A.S.E. Master Certification from the National Automotive Technician Education Foundation.

The Child Care Program provides a creative agenda that foster the wholesome development of the pre-schoolers in a variety of early childhood settings. High school students work with these youngsters learning first hand the various theories and practices of child development.

Cosmetology is a program that provides skill in a variety of beauty services, such as hair, scalp, skin and nails. The program prepares the student for the State License in hairdressing. The Clinic is open to the public during the school year.

The Culinary Arts shop continues to attract many local patrons to their student-run restaurant (Gerry's Place) and bake shop. Many senior citizen groups from the community visit Tri-County to sample the delicious meals and baked goods that are prepared by the high school students.

Desktop Publishing instructs students in the use of the latest software applications utilized in the Graphic Design Industry. Students create and execute various visuals used in advertising such as: book, package, newsletter and promotional design.

The Electronics Technology Program prepares students for entry-level positions in electronics and computer technology. This area of study is concerned with the principle of operation, design, and fabrication of various electronics hardware. Students who complete the program will possess basic skill in DC, AC, digital, solid state, CAD, and logical troubleshooting techniques. Upon graduation, students will be qualified for various positions such as electronics assembler, electronics technician, test technician, computer and engineering assistant.

Marketing/computer Information Systems include banking, retailing and computer skills for students who have selected this vocational program. Students master skills in computerized accounting, data base management, word processing and spreadsheet analysis. Students learn on up-to-date software such as Microsoft Office 97 and Lotus Smart/Suite.

The Medical Careers Program continues to grow and is now currently affiliated with three area nursing homes (Medfield, Franklin and Wrentham) and two hospitals where students can apply skills on patient care and recreational activities.

The Welding/Metal Trades Program has received National Certification from the American Welding Society.

The Plumbing and Electrical Programs allow students to acquire technical skills while accruing state-mandated hours in both practical and theory applications. Once completed, these students will be prepared to take the state journeyman examination in their respective trade areas.

The Heating, Ventilating and Air Conditioning program provides students with proper instruction relative to the recov-

ery and recycling of refrigerants. EPA government regulations require that HVAC standards remain at the cutting edge of technology.

The Carpentry Program allows students to become familiar with both rough and finish construction. As students complete this program, they are well on their way to securing construction supervisor licenses.

Our construction programs have been very busy during this year with the building of a Senior Center in the Town of Wrentham.

Continuing Education:

The Continuing Education Program offers an Adult Cosmetology Program during the day. This is a separate program that provides 1,000 hours of instruction. The program runs from September to May and follows the high school calendar. Registration for this program takes place at the end of May each year. The Evening School Division enrolled approximately 600 students for the 1996-97 school year. Registration for the Evening Division takes place in September for the Fall Semester and in January for the Winter Session. New programs for the 97-98 school year include Parenting Your Young Child, International Cooking, Baking (Breads) and Esthetics.

Athletics:

The Athletic Program had a very successful year with strong performances by all the teams. The Fall Season saw the Soccer Team make it to the 2nd round of state tournament, while the Cross Country Team finished 2nd in the league. Football and Volleyball had fine performances with all teams being well represented on All-Star Teams.

The Winter Season had five basketball teams filling the gym with the Boy's Varsity Team competing in the State Tournament. The Wrestling Team had several athletes compete in the All State Wrestling Tournament. The Cheerleading Squad continued to cheer on all the teams and performed well at several competitions.

The Spring Season had two teams play in the State Tournament, as Baseball and Softball both finished in the top of their division. Track & Field had some great performances by the team and individuals.

Intramurals continues to grow with Floor Hockey, Weightlifting, Basketball and Golf.

Student Activities:

The Vocational Industrial Clubs of America (VICA) is of continued interest to students with great success at the local, state and national competitions. In the area of fundraising, VICA once again sponsored numerous events, including a Breakfast with Santa and Breakfast with the Easter Bunny.

The Distributive Education Clubs of American attended the North Atlantic Regional Conference. At this conference students had an opportunity to meet other students from the Northeast and participate in various seminars and workshops.

The National Honor Society sponsors and promotes many of the school's community service activities, both on and off campus. This group coordinated and hosted National Student Leadership Week events, as well as the school-wide Honors Night ceremonies in June.

Summary:

As we continue to provide for the educational needs of our students, we wish to thank the District residents for their support and cooperation. We intend to maintain in the future the high educational standard that has earned Tri-County that support in the past.

Respectfully submitted,

Alan Lovely, Chairman
Ronald Janosko, Norfolk

HISTORICAL COMMISSION

We had a few donations given our commission and perhaps the most interesting was a 1909 post card addressed to a man living in town, calling it "Bingville". We had never heard Norfolk referred to as "Bingville" before.

Thanks to Arthur Keenan and Stan Collins for their donations to our display at the Library honoring the veterans, we received many favorable comments on it. By displaying pictures of our old town center and hall at Olde Tyme Day we gained the interest of people willing to join our commission. We certainly welcome anyone wishing to learn more about our town to attend our meetings on the third Tuesday of each month; with the exception of July and August when we do not meet.

We voted a new board with Mary Power and Thelma Ravinski as Co-chairpersons and Loretta (Lori) McClellan as secretary. Marcia Johnston remains as our treasurer.

After many years as a board member Emily Jacques stepped down to be an associate member. We owe much to her input. She reached an age of ninety this year and has been a member since the commission was formed in 1970.

We are anxiously waiting to be able to move into the new town hall in 1998. Hopefully, our treasures can be kept in one place, so that researching will be less of a problem in the future.

Respectfully submitted,

Thelma Ravinski
Mary Power
Lori McClellan
Marcia Johnston
Betsy Pyne
Suzanne Burns
Toni Langlais

DIRECTOR OF LIBRARIES

The Norfolk Public Library continues to be a center of community activity. Over 108,000 books and other materials were borrowed during the year by the 5,623 Norfolk residents who are registered as library patrons. The annual circulation reflects a net decrease of 6% over 1996 due to the reduction in hours of operation.

2,700 new books were added to the collection, in addition to 473 video tapes, audio books, compact disks and CD-ROM's. The library's total holdings at year-end was 44,433 items.

During 1997 the library continued to expand access to electronic information through the generosity of several donations. NOVA and the Friends of the Library donated a Pentium computer with CD-ROM tower and software especially for preschool age children.

During the late spring and summer, the library's nine public computers were networked in order to bring highspeed Internet availability to all workstations. This was made possible through the generous donation of a "friend" for the purchase of the necessary hardware; the efforts of Jack McFeeley from the Norfolk Cable Commission who facilitated the installation of the I-loop; and the help of Jim Lafave, Director of Technology for the Norfolk School District. Staff Librarian, John Spinney coordinated this project and recruited volunteers to cable the building.

Patrons can log on to the Library's Homepage from the convenience of their homes or offices by typing the following URL: <http://www.ultranet.com/~npl/>. Patrons can read about services and programs that the library offers, send e-mail to library staff, and also reserve books via the ABLE network from their homes. The Homework Center, now in its fourth year of operation, continues to be used by students of all ages. It is staffed by children's librarians and several dedicated volunteers.

Once again, children's librarian Sarina Bluhm was a "hit" with Norfolk's preschoolers. A variety of programs was held each week for children between the ages of two and five. In total, 151 sessions of pre-school programs were held with attendance for the year of 2,466! During the summer, nearly 400 elementary school children participated in the library's reading club "CELEBRATE! READ!". 23 different programs were held with a total attendance of 1,095 children. In addition, Mrs. Bluhm presided over the ever-popular "Twilight Tales" for preschoolers.

The Library received a third-year grant from the Children's Trust Fund to provide three nine-week sessions of Mom-Tot Lap Time. This is an interactive program for two year old children that provides early socialization and language skills, as well as an early introduction to the library.

During 1997 the library began planning for an major addition/renovation project. The Massachusetts Board of Library Commissioners awarded a planning grant to Norfolk for the purpose performing a building needs analysis and building program. This was accomplished through the effort and hard work of the Library Building Study Committee and the consulting firm, Library Management Associates.

Throughout 1997 the Friends of the Library planned many activities. Officers are: Mary Jo Gothorpe, President; Anne Czarnowski, Vice-President; Maureen Buck, Secretary; and Mary Burger, Treasurer. The Friends held a hugely successful membership campaign...called FRESH (Friends Rejuvenation Effort - Strive Higher)...over 500 library patrons joined the organization. As part of their renewal effort, the Friends sponsored a series of "Meet-the-Author" nights. In September they held a two-day book sale extravaganza "under the big top". Proceeds from these activities were used to start up a new best-seller lease program that significantly shortens the amount of time patrons must wait for popular books. Friends continued to support the summer reading program and to provide passes to the New England Aquarium, Boston Museum of Fine Arts, & the Kennedy Library Museum. The Friends continue to sponsor "Art for Everyone" — a rotating collection of prints that patrons may borrow. They also pledged funds toward the building expansion program.

The two elementary school libraries, H. Olive Day and Freeman-Centennial, continue to be hubs of activity. Funding has been restored to H. Olive Day, so that a full-time librarian is now available to teach library classes and assist teachers. At each school library, classes now meet once each week for instruction, reference, research, and book selection. Last year students and teachers borrowed 44,381 items from the school libraries. 1,915 new books and a-v materials were added to the collections, including books from the "Adopt-a-Book" program and TPA "Book Fair" donations.

Highest commendations are in order to the Board of Trustees, Friends of the Library and the entire library staff and volunteers for their commitment and support. These dedicated people continue to work tirelessly to make the library a vital and integral part of the Town of Norfolk.

Respectfully submitted,

Robin A. Glasser,
Director of Libraries

LIBRARY TRUSTEES

The Norfolk Public Library has continued to enlarge its role as our community's center of information. Just eight years ago, the public library's collection was limited by how many items could be fit into the library building at 40,000. With the advent of the ABLE system, borrowers at both the public library and the two school libraries now have access to millions of items. With the library's aggressive installation of Internet service for patrons, users of the public library now have access to billions of items of information. The change of scale, from 40,000 to billions is staggering, and this has all been done in seven years.

It is certain that further advances in information technology will require further changes in the ways that the public library serves Norfolk. Our Director, Robin Glasser, is a recognized authority on library technology and will ensure that the Norfolk's three libraries stay on the cutting edge of available technology.

Inevitably, the significant changes in the public library created by information technology have changed the building itself. What was once our quiet, warm reference and reading area is now a bustling space filled with a dozen computers and related equipment. The former card catalog is now an equally busy center for searches of the electronic collection. A space utilization study conducted in the past year by consultants concluded what many will find obvious: that the public library must expand if it is to serve our town in the future. In the coming year the Trustees will make that project our top priority.

Expansion of the public library brings to the fore the place of the library in our (slowly) emerging town center. The Trustees see the public library as a vital link (along with the new town offices and our magnificent Town Hill) and the public components of what will eventually be a public/private partnership: Norfolk's own, long-delayed version of a traditional New England Town Center. The Trustees look forward to the day when this becomes a reality.

A library is people more than buildings or books or computers and we are fortunate to have a caring and highly productive staff, terrific volunteers and our extraordinary Friends of the Norfolk Public Library. Together, they exemplify the very best in our community and we are ever grateful for their support.

Respectfully submitted,

Board of Library Trustees:
Frances M. Holman, Chair
Harvey Boulay, Clerk
Kenneth Nelson, Member

PLANNING BOARD

The Planning Board has now begun, with other Boards and Commissions in Town, to investigate how to initiate and implement a growth management program. The Town continues to see expansion of single family house development that could critically impact its capacity to meet the needs of its residents for education, municipal services and infrastructure. The Board will explore, in 1998, growth management practices and programs with other Town leaders towards long range solutions that continued residential growth will require.

The Board continued its practice of encouraging potential development applicants to preview their projects at an informal "pre-submission review" basis to establish project parameters that will save time. This practice assisted 11 projects this year by identifying critical concept problems prior to a formal submittal and thus streamlining their eventual approval.

Zoning initiatives were drafted in concert with the Zoning Bylaw Study committee and gained approval at the fall town meeting. In summary these changes consolidated and coordinated several conflicting areas in various sections of the bylaws dealing with buffers between districts and/or uses, amended the recent zoning relating to Wireless Communication uses, added two new bylaws dealing with "clear cutting" of trees during new construction near public ways and included a provision for affordable housing in Norfolk.

In 1997 the Highway Department and the Board jointly prepared an inventory of unaccepted town roads that, if finally accepted, would increase the state's reimbursement for their maintenance. This effort involved over six months of research and engineering documentation. It did, however, result in the Town approval of over 4 miles of existing but unaccepted roads that will enable the Town to receive increased state funding for its roadway maintenance and improvement programs.

The Planning Board hosted its fourth annual informational forum on October 29th to provide town officials an opportunity to present the status of major activities occurring within their respective boards, committees and commissions. Planning Board Chairman Arthur Spruch acted as moderator for presentations by the School Committee on the H. Olive Day School addition, the Recreation Commission on the new ball fields facility on Pond Street, the Council on Aging on the status of a new facility, the Board of Selectmen on the new Town Hall, the Conservation Commission on an open space opportunity off Marshall Street, the Regional Planning Services Office (RPSO) and the Planning Board on zoning, planning and growth management. The presentation of the proposed new elementary school addition by the School Committee and the topic of growth management presented by the Planning Board and RPSO were actively discussed by the citizenry in attendance.

The Board is processing submissions for three Definitive subdivisions with a total of 69 lots (Christina Estates off Pondview Road and Massachusetts Avenue containing 57 lots; Briarwood Estates off Grove Street containing 5 lots; Cross Brook Pond Estates off Medway Street containing 7 lots). The Board also received three Preliminary Subdivisions and is processing or did grant approval allowing two to proceed for a Definitive submission. One Preliminary Subdivision submission, Sandy Knoll Estates located off Miller Street, did not comply with the Norfolk's Rules and Regulations providing only a single access road in Norfolk for 33 houses (mostly in Franklin) and was denied. The Board did endorse 18 non-subdivision plans for 42 house lots on public ways, is finalizing or did approve two Site Plans for commercial development (Joseph Lorusso - 176 Dedham Street) and held three shade tree/scenic road hearings.

The Planning Board has statutory responsibility for town planning administration of the Subdivision Control Law, the Site Plan Approval and Special Permit granting authority for the town of Norfolk. The Board operates under the authority of MGL, Chapter 41, section 81 and Chapter 40A section 9. The Board's Rules and Regulations for the Subdivision of Land and Site Plan Approval provides comprehensive guidance to parties wishing to divide tracts of land, build roadways, establish residential subdivisions or develop business or commercial properties. Listed below are the specific actions taken by the Planning Board in 1997.

We wish to thank all these other Town Boards, Committees, Commissions and Departments for their invaluable written comments that shape our Board's decisions and approvals. Special thanks is extended to Lois Boucher, our Planning Administrator. Lois provides continuity, enthusiasm and energy which is valued by the individual Board members, consultants and applicants alike. The Regional Planning Services Office offers the Board professional planning and mapping support which has been invaluable in this year's planning and decisions process.

We regret that Elizabeth Maitland chose not to run for a second term but are ecstatic that Elizabeth agreed to support the Board as an Associate Member through 1997. We are very sorry to report that a former Board Member and active member of the Open Space Committee, Austen Smithers passed away in April. Austen was a leader on the Board. His contributions will live on as the completed Open Space Plan for Norfolk is implemented and as his formulation of Board policy and procedures are utilized. The current Board Members are Arthur Spruch, Chairman; Steven McClain, Vice Chairman; Charles Clahasey, Clerk; Andrea Langhauser, Robert Nicodemus and Associate Member Elizabeth Maitland.

Respectfully submitted,

Norfolk Planning Board

ACTIVITY OF THE PLANNING BOARD - 1997

Type of Activity	No. of Plans	No. of Lots
Definitive Subdivision Plans Submitted in 1997 Pending/under review	3 3	69
Modified Definitive Plans	1	0
Preliminary Subdivision Plans Submitted in 1997 Approved in 1997 Disapproved in 1997 Pending/under review	3 1 1 1	14 5 25
Non-Subdivision Plans Endorsed (81-P)	18	41
Lots Released in Subdivisions	0	
Special Permit Applications Submitted Intoccia Development - Open Space Preservation Subdivision	1	
Site Plans Submitted in 1997 Approved in 1997 Pending/under review	2 2 1	
Pre-submission sessions held	11	
Shade/Tree Scenic Roads Act Hearings Conducted	3	

ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of 5 Full Members with 5 year staggered terms, and 2 Associate Members with 1 year terms. The Board's quasi-judicial authority is both conferred and limited by State statute and the Norfolk Zoning Bylaws. The Board has very little discretion in granting Special Permits and Variances, as decisions must be rendered by consideration of the criteria for granting in accordance with M.G.L. Chapter 40A, as amended, and the Norfolk Zoning Bylaws. In addition to being the permit granting authority for Special Permits and Variances, the Board has the authority to hear Appeals of the Building Inspector's decisions, Addendums, Comprehensive Permits, and Repetitive Petitions. The Board of Appeals does not draft zoning bylaws nor do they enforce them.

During the 1997 calendar year, the Board received 11 applications for hearings. The Board rendered 6 Special Permit decisions, which included 2 residential additions, 1 family apartment, 2 business use, and 1 off-premise sign special permits. The Board also heard and rendered 2 Variance extensions for a residential lot. The Board is seeing more applications for watershed and wetland/floodplain special permits as development encroaches more and more on Norfolk's water recharge resources.

In addition to their jurisdictional duties involving hearing and rendering decisions in an expeditious and impartial manner, the Board Members also serve as communication liaisons to other Town Boards, Departments, Committees, and Commissions. Members also attend zoning seminars and research court decisions pertaining to current zoning issues as well as keeping abreast of any revisions to the zoning bylaws and M.G.L. Chapter 40A. Board members also attend court proceedings as witnesses on behalf of the Town. Meetings and hearings are generally conducted on the second Wednesday of the month with special sessions scheduled as needed. All meetings are duly posted at the Town Hall at least 48 hours in advance and conducted in accordance with the Board's Rules and Regulations and with the Open Meeting Law.

We wish to express our sincere appreciation to all of the Town Boards and Departments for their cooperation and input to our many hearings, especially the Planning Board and the Conservation Commission. Special thanks from the entire Board are extended to Paul D. Maggioni, our Town Counsel, for his guidance and support.

Respectfully Submitted,

Bruce A. Simpson, Chairman

ZONING BYLAW STUDY COMMITTEE

The Zoning Bylaw Study Committee was appointed in June of 1997 to draft and review zoning articles for the Fall 1997 Town Meeting.

The Committee has seven members consisting of appointed representatives by the Planning Board, Board of Selectmen (2), Board of Health, Zoning Board of Appeals, Conservation Commission and the Building Commissioner and Town Counsel (ex officio/non-voting). The Committee's primary responsibilities have been to review and amend existing bylaws and proposed zoning articles and to draft new bylaws.

In 1997 the Zoning Bylaw Study Committee sponsored fifteen (15) zoning articles which included the creation of an affordable housing provision for residential districts and prohibiting same in business and commercial districts, reorganization of the requirements for landscape buffers between Commercial-Residential properties in all districts, creation of a tree preservation zone at frontage of residential lots, changes to the parking requirements for sporting events and amendments to the wiring communication bylaw enacted at the 1996 Fall Town Meeting and 1997 Annual Town Meeting.

During 1997 the Committee reviewed new zoning bylaws submitted from other Boards and Commissions for technical conformity, clarity, and enforceability. This zoning review work included issues of residential lot geometry, adoption of a new map for the Zone II of the Gold Street well and watershed protection districts.

Respectfully submitted,

Robert E. Nicodemus, Chairman
(Board of Selectmen representative);
Brian Wolfe, Vice Chairman
(Zoning Board of Appeals representative);
Sarah P. Dewey, Clerk
(Conservation Commission representative);
Gerald E. Hughes, Building Commissioner;
Steven G. McClain
(Planning Board representative);
Glendon G. Coulter
(Board of Selectmen representative);
Lois L. Boucher
(Board of Health representative);
Paul D. Maggioni (Town Counsel
[ex officio and non-voting member]).

PERMANENT BUILDING COMMITTEE

The Permanent Building Committee (PBC) had a busy year moving forward with the new Town Hall and Police Station project, initiating the new recreation fields and center project, developing a proposal for an addition to the H. Olive Day School.

Throughout the year, the PBC worked closely with Mello Construction, Inc., Taunton, Massachusetts, and Chris Riddle of Kuhn-Riddle, the project architects, to complete the new 21,000 square feet Town Hall and Police Station. Throughout the early part of the year, the PBC continued to work in a consortium mode with the Town Hall/Police Station Steering Committee and the Board of Selectmen, and with Chris Riddle of Kuhn-Riddle, the project architects, to develop the construction documents for the August bid process for the construction of the new 21,000 square feet Town Hall and Police Station. Though missing the August completion deadline, by year's end, construction on the \$3.6 million project was well advanced for a spring 1998 completion.

The PBC worked closely with Santiago A. Rozas of Todd Lee-Clark-Rozas Associates, Boston to develop a design proposal for an addition to the H. Olive Day School. The proposal for an eight-classroom addition was approved at the Special Town Meeting in November, 1997.

During the year, the PBC selected Ben Gary of Moriece & Gary, Charlestown, Massachusetts, as the landscape architects for the new Recreation Fields. The PBC worked closely with the architects to develop construction documents for an expected construction start on the project by early summer, 1998.

Respectfully Submitted,

Robert P. Lowndes, Chair
Ernest Alix (Resigned)
Winsor F. Bowden
Lawrence Cheevers
David Jenner
Paul R. DiChiara

RECREATION DEPARTMENT

The Norfolk Recreation Department is managed by five elected commissioners. The daily management is performed by the Director of Recreation and the Assistant Director.

The Recreation Department is self-supporting, by use of a revolving fund. Fees are collected to participate in our programs, which in turn pay our instructors, buy supplies, offer some free programs and community services.

The Recreation Department offered over 150 programs which close to 2,000 people participated in, from toddlers to adults. As a community service concerts were held on the Town Hill. The department continued its highly successful summer program at the Freeman Centennial School. The department had its personnel there mornings and afternoons offering a variety of activities for the 50-75 children who participated daily in the program. The department was pleased to offer this as a free program.

As usual it's been a very busy year for the department. The Town finally received the \$960,000 from the state that has been allocated for the development of the Pond St. complex. The Permanent Building Committee has been assigned the responsibility of overseeing the development of the project. The permit process has just begun with the Recreation Department working with PBC and all of the necessary boards to option the needed permits.

This year the department as always is looking to expand on its current programs and hopefully begin construction on the Pond St. Recreation Complex the town so desperately needs.

Respectfully submitted,

Geno Orsogna, Chair
Barbara Gillis, Sec.
Kurt Czarnowski
Tom Terpstra
Debbie DeBello

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

The Metropolitan Area Planning Council (MAPC) is the regional planning agency representing 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials and provides technical planning assistance and service delivery to its member communities. MAPC works with cities and town through eight subregional organizations whose members are appointed by chief elected officials and planning boards. The Council provides the subregions with financial, planning and administrative support, and offers technical aid on selected special projects. MAPC is a designated Economic Development District of the federal Economic Development Administration and as one of 14 members of the Metropolitan Planning Organization (MPO), has oversight responsibility for the region's federally funded transportation program.

MAPC completed another successful year of working with its communities, state agencies, various non-profit groups, universities, businesses, special interest coalitions, state and federal legislators, and other regional planning agencies. The agency held at least 15 regularly scheduled meetings each month, eight of which were in the different subregions. These meetings plus special workshops, seminars, focus groups, and conferences linked together the hundreds of issues and individuals who are part of the Boston area's and the nation's planning scene. It was this network that provided the energy, vision and focus for MAPC's activities in the region.

After years of concern about the role of local governments in state transportation planning and funding decisions, 1997 saw a landmark achievement in the formation of a new Boston area MPO. The reorganization was the outcome of federally supported mediation, with MAPC serving as a key negotiator for a stronger state/local partnership. MPO voting members now include seven cities and towns, along with seven state and regional agencies, including MAPC. The municipal and regional members of the MPO are responsible for programming about \$40 million per year in local road and bridge projects, about one-third of the total funds available for the metropolitan region. MAPC works with communities to develop a list of local projects to be programmed for funding.

In September, the first Transportation Improvement Program was adopted by the new MPO. The TIP also included \$10 million for "Enhancement projects", and \$3 million for Transportation Demand Management (TDM) projects. As a regional planning agency MAPC's role is in both the Enhancement and TDM programs is to solicit proposals and prescreen them for funding eligibility.

As always, the agency also participated in a variety of transportation related projects. One of the major efforts this year involved working on the Transportation Summit meeting that was held in Springfield. This effort was organized to support the reauthorization of ISTEA and help assure that federal transportation funding for New England is not diminished. MAPC completed a three-year Pavement Management system project that involved the inspection of all federal-aid eligible roadways throughout the entire MAPC region. A report on the over 3,000 miles of road that were inspected was submitted to the Massachusetts Highway Department.

A new project that was organized last year was the Metropolitan Greenspace Initiative. Over 65 environmental and historic preservation organizations have indicated their interest in participating in this effort that MAPC is currently staffing. As part of this project the agency has produced a map that illustrates the development growth in the greater Boston area from 1970 to 1991. The accompanying data documents the results of urban sprawl that has occurred showing a 15% growth in land development with only a 5% growth in population. MAPC staff has also been working with graduate students at the Harvard Graduate School of Design on a report outlining the potential for open space protection as the region continues to grow. During the past year the agency increased its association with the Boston Harbor Islands National Recreation Area planning project with the expectation that the agency will become one of the groups officially involved in the establishment of this new federal/state facility.

MAPC produced a number of publications during 1997. This past year the agency published its first yearly calendar with each month displaying maps containing different demographic data of interest to communities in the region and their residents. The Data Center also published a report, Top Employers, which listed by community the number of employees per establishment in the region. Other recent projects include a Title 5 compliance computer software application for Ashland and Hopkinton, economic forecasting for several agencies, school enrollment forecasts for several communities, and updates to the community profile series. The Data Center, working with Harvard University and the University of Massachusetts Boston, also completed a collaborative project known as The Massachusetts Electronic Atlas. This atlas provides access via the Internet to information on the 351 cities and towns in the state. All the information can be downloaded.

The GIS Lab completed numerous projects for both individual communities and for the region as a whole. Staff worked with Watertown on developing a tree inventory for the community. They also completed a wireless communication siting study for one of the subregions, an open space update for another, and a comprehensive regional zoning report for yet another. GIS staff conducted a number of workshops on parcel data automation and acted as an information resource for municipalities interested in beginning or expanding their GIS programs.

PLANNING AND DEVELOPMENT

In addition to playing a major role on a number of regional boards and commissions, the staff also applied for and received grants to investigate shared services in one of the subregions and also to help communities deal with the issue of utility deregulation. MAPC continued to participate with the South Weymouth Naval Air Station reuse planning project. One MAPC staff member was contracted to work part time for the Town of Rockland on planning issues related to the base closure and reuse.

In 1997, the agency also completed a project that focuses on opportunities for bolstering the shoreline seafood processing and distribution industries in the Commonwealth, including an analysis of the importance of the industry to affected coastal communities in Massachusetts.

MAPC updated its Overall Economic Development Program for 1997, analyzing the regional economy and economic development needs, and revising the list of projects eligible for federal funds through the Economic Development Administration (EDA). The agency administered a Community Adjustment Planning Grant provided by the U.S. Department of Housing and Urban Development to examine community responses to defense industry downsizing and evaluate defense dependencies of small and mid-sized municipalities. The project included several focus groups and a regional forum. A final report on strategies to adjust and diversify local economies in response to reduced defense spending will be completed in early 1998.

Respectfully submitted,

David Soule, Director

BOARD OF HEALTH

The single biggest item of business at our meetings during 1997 was consideration of requests for variances from Title 5 and local sanitary regulations. A total of 14 variance hearings were conducted, usually as the result of failed septic systems that could not be rebuilt in compliance with the current sanitary codes because of lot size, ledge, or high ground water issues. In each case the Board and its engineer worked with the applicant's engineer to develop a plan that, while not strictly in compliance, was environmentally acceptable.

During 1997 the Board revised its own septic regulations to make them more compatible with Title 5. The Board also revised its massage regulations and issued the first masseuse license in Norfolk.

The Board continued in its efforts to reduce contamination of ground water and of the Stop River from leaking sewage from DOC facilities and to ensure potable water to the residents living near the sewer line. The Board joined the Selectmen in support of plans to abandon the old sewer line in favor of a force main along Main Street, Highland Lake Drive and Campbell Street. By year's end, plans for the new sewer line had been developed with construction to start in the Spring. The Board also notified the Water Commissioners and DOC that it endorsed the expenditure of state funds to cover the cost of supplying town water to all the residents of the Highland Lake area, not just those whose wells tested positive for coliform bacteria during 1996.

Voters at annual Town Meeting approved a state-funded septic management program. Grant money was used to purchase a computer and software that will allow the Board to track septic problems and prioritize \$200,000 in loans for septic system upgrades.

Reconstruction of the septic system at the Pine Knoll housing complex at Marshall and Pond Streets occupied the Board and its engineer during much of 1997. An improperly installed system had failed, and the design of a new system that complied with Title 5 and BOH regulations dragged on during the Spring and Summer while leachate break-outs created a major public health nuisance. Acceptable plans were finally developed and approved and the contract to install a new system was awarded in the Fall.

We had an unusual occurrence at the Board of Health, somebody resigned. After 13 years of dedicated service Dr. Albert G. Andersen tendered his resignation. Al was responsible for introducing many regulations to protect the public health of the Norfolk residents. We thank Al for his dedication, interest and hard work for the citizens of Norfolk and he is sorely missed. The Board was very fortunate in having Cheryl Dunnington appointed by the Selectmen and the Board of Health members to replace Al until the May, 1998 election.

Permits and Licenses issued by the Board of Health in 1997:

Percolation Testing	64
Septic System Permits:	
Commercial	1
Residential	52
Component Replacement	10
Form 1.0 Applications (Review for Home Improvement)	102
Site-plan Review Plans	2
Well Permits	12
Sub-Division Review	3
Variance Hearings (Title 5 & local)	14
Food Establishment Permits	25
Milk and Cream Licenses	20
Tobacco Product Permits	5
Refuse Hauler Permits	4
Septic System Installer's Permits	48
Septic Removal Permits	19
General Permits	4
Masseuse Permits	1

Respectfully submitted,

Board of Health

COUNCIL ON AGING

The Council on Aging is made up of 11 members appointed by the Board of Selectmen and an undesignated number of associates, who are appointed by the Council on Aging. The Council is responsible for identifying the needs of approximately 800 Norfolk Citizens who are 60 years and over and to give information, to take action, or to refer the needs to the appropriate agencies.

The Council employs an Executive Director who works from an office in Town Hall three mornings a week and 2 days from the Federated Church Senior Center.

This year we received several grants, a Formula grant from the Executive Office of Elder Affairs for extra hours and mileage for our two Outreach Workers, Christine Shaw and Virginia Homer, sending delegates to the MCOA convention and the purchase of a television. A consortium grant of informational lectures at Caritas Southwood Hospital on legal issues, financial planning, caring for elders at home & surviving caretaking. Another consortium grant for a Home Maintenance Resource Coordinator to assist Elderly with home maintenance at a reduced cost. We applied to the Department of Housing & Community Development Block Program for a Senior Center but it was not funded. Plans are to try again next year.

Programs and services provided by the Council on Aging are: General information, referral to other agencies, outreach program, caregiver support, food shopping assistance, health screenings, fitness programs, intergenerational programs, tax

relief program, fuel assistance, transportation, congregate meals, home delivered meals, community education, legal assistance, tax assistance, newsletter, recreation and social events, to non-seniors fuel assistance and general information and a consortium program on spiritual well-being was held in Norwood.

The Council on Aging would like to thank all of the Volunteers who provided 4,026 hours of transportation, 275 hours for the home delivered meals, 175 hours for shopping assistance and another 1,155 of volunteer hours for reassurance calling, clinic assistance, Board members, Friends of the Council on Aging, Friendly visitor for a total of 6,631 hours.

The Council on Aging would like to acknowledge Harvey Boulay and Robert Nicodemus for help in the preparation of our Grant, the Board of Health and Walpole Visiting Nurses for sponsoring health clinics, the Highway Department, Fire & Police Departments, Federated Church Missions, the Students at KP North Jr. High & High School, HESSCO (Health and Social Services Consortium, Inc.), Executive Office of Elder Affairs and all who helped through the year.

The Council on Aging meets on the third Monday of each month at the Norfolk Library at 9:30 a.m. All are welcome and invited to attend.

Respectfully submitted,

Council on Aging

WALPOLE AREA VISITING NURSE ASSOCIATION, INC.

The Walpole Area VNA experienced little growth in overall visits during the calendar year 1997. Approximately 95,000 visits will be made by year end.

The Balanced Budget Act of 1997 will provide significant challenges to the resourcefulness and adaptability of the staff in 1998. A shift to an Interim Payment System will impact patient care. Under this plan, the agency will be paid a capitated rate per episode based on costs in 1993. Since our costs were very low in that year and they are the basis of 75% of our interim rate, we will likely be paid much less than other agencies who had high costs and high utilization in the base year. It will be very difficult to continue "business as usual" as we focus on appropriate care with fewer visits. The agency will be proactive in lobbying the federal legislators to change the methodology for achieving Medicare savings.

The agency has been making serious efforts to reduce costs in anticipation of the change in reimbursement. In July, we discontinued walk in office hours. We notified all existing office patients and gave them schedules of area clinics. This switch has resulted in an increase in patients seen at clinics.

The Walpole Area VNA is accredited by the Community Health Accreditation Program and is a Medicare and Medicaid Certified Agency.

The Walpole Area VNA continues to provide programs in health promotion to all age groups in addition to traditional home health services. The four major components of the Health Promotion Program are:

Health Maintenance for the Elderly: Promotion of good health and maximum functioning for all residents over 60 years of age. Elderly residents who are homebound and have multiple chronic illnesses or conditions but do not qualify for skilled care in the Home health Program are seen on a periodic basis by a nurse at home. The goal of the program is to assess changes in physical condition, prevent complications and prevent unnecessary hospitalizations. Ambulatory residents are seen for physical assessment and health counseling at the senior citizen clinics held at the Federated Church on the Third Wednesday of every month.

Maternal/Child Health: Promotion of the health and stability of the family during the periods of reproductive maturation, pregnancy, childbirth, the postpartum periods and the child rearing years. Services are provided by a maternal/child health nurse specialist and a lactation consultant through home visits.

Communicable Disease: Prevention and control of communicable disease through casefinding and education and provision of follow up care consistent with public health practice.

Public Health: Promotion of good health awareness for the prevention of serious illness. Periodic cholesterol, hypertension and diabetes screenings are held at the clinics and in the community. The annual flu clinics were held in October and November. The pneumonia vaccine was also offered this year.

The town of Norfolk Public Health statistics for 1997 are as follows:

Service	Visits
Home Visits/Health Maintenance	57
Maternal/Child Health Visits	13
Office Visits	12
Communicable Disease Follow-Up	1
Senior Citizen Clinics	124
Flu Vaccine	122
Pneumonia Vaccine	12

Respectfully submitted,

Walpole Area VNA

MAY COUNSELING CENTER, INC.

May Counseling Center (formerly Cutler Center) and its parent organization, The May Institute, Inc., are nonprofit behavioral/mental health healthcare agencies that provide a continuum of behavioral education, rehabilitation and mental health programs to children, adolescents and adults who experience psychiatric disorders and developmental disabilities. May Counseling Center provides a full range of empirically validated mental health, substance abuse, vocational rehabilitation and education services to children, adolescents and adults with a staff of fully licensed social workers, psychologists, psychiatrist and clinical nurse specialists. May Counseling Center has been providing quality outpatient mental health services to the Neponset Valley community (under the name of Cutler Center) for over 38 years and has developed a prominent reputation as a community resource through several linkages which have been created to provide consultation to community agencies, town advisory boards, local United Way agencies, primary care physicians, schools and courts. Fostering outreach into the community continues to be a core component of May Counseling Center's overall philosophy and care.

Specialty programs and services of May Counseling Center include:

- Intake & Emergency Services with 24-hour live on-call coverage
- Psychiatric Services
- Family & Children's Services
- Adult Services
- Continuing Care
- Neuropsychological Services
- Individual & Group Counseling Services
- Women's Integrated Services Endeavor (WISE)
- Gym Program
- Free Community Workshops
- Anxiety Disorders and Eating Disorders Program

HIRE Enterprises, a program of May Counseling Center, provides vocational rehabilitation to adults with developmental, psychiatric and physical disabilities in the South Norfolk County area. Programs offered at HIRE include diagnostic evaluations; skills training; work adjustment training and counseling; sheltered employment; transitional employment; job placement.

May Counseling Center wishes to thank the citizens and town officials of Norfolk for their continued financial assistance. Your funding helps us to meet the needs of those residents who would otherwise not be able to receive the treatment and support they need to remain or return to productive lives.

Respectfully submitted,

May Counseling Center

SELF HELP INCORPORATED

During the program year ending September 30, 1997, Self Help, Inc., received a total funding of approximately \$10.5M and provided direct services to 16,251 limited income households in the area.

In the town of NORFOLK, SHI provided services totaling \$53,099 to 48 households during program year 1997.

The total funding of \$10,525,610 does not tell the real value of human services delivered to the area as a whole. Self Help's funding enabled us to mobilize an additional \$1,189,088 of other community resources such as, volunteers, donations of space, and private donations in the form of goods and services. Therefore, the gross value of Self Help, Inc., during the past program year was \$11,714,698.

In addition, Self Help currently employs 255 individuals, many of whom are of limited income, minorities, and who reside in our service area.

We feel that October 1, 1996 through September 30, 1997 was a successful program year for us because we were able to assist as many limited income individuals and/or families as we did, in spite of the challenges with which we were faced, such as the elimination and/or down-sizing of programs and the decreases in funding we experienced.

We thank all the volunteers, the Boards of Selectmen and their representatives to our Board of Directors, representatives of the limited income sector, and representatives of the private sector, for helping to make Fiscal Year 1997 a success.

Respectfully submitted,

Norma Wang
Administrative Assistant

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

The operational Project Program integrates all proven technologies into a system of mosquito control that is rational, safe, effective and economically feasible. All mosquito eggs need stagnant water to hatch and to sustain larval growth.

Source Reduction Work: Our primary efforts are concentrated on the drainage of shallow, standing, stagnant water, and the maintenance of existing flow systems which contribute to mosquito breeding sources.

- Drainage ditches hand cleaned: 4,765 feet
- Brush obstructions cut: 2,010 feet
- Drainage reconstructed by wide-track backhoe: 405 feet
- Culverts cleaned: 46 culverts

Larviciding: Treatment of mosquito larvae during aquatic development is the next most effective control effort. The Project has begun to rely more on briquet applications, which provides a more site specific, sustained type of control for the mosquito larvae.

- Larvicide with briquets: Total briquets: 215 0.47 acres
- Larvicide with mistblower: Total gallons: 41.5 41.5 acres

Adulticiding: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, or threatening to residents. All fogging is done in response to adult surveillance which includes logging of citizen complaints.

- Adulticide fogging (1/2oz./acre) from trucks:
Total gallons: 2,875 736 acres

Surveillance: In an effort to more fully implement an Integrated Pest Management (IPM) approach, the Project has expanded data collection and surveillance. Surveys, inspections, and monitoring in support of our program include locating and mapping larval breeding areas. Locations of nuisance populations of adult mosquitoes are also identified through the surveillance program.

- Total man hours in town: 347 hours

The Project received 66 calls from residents for information and assistance. For more information on the Project please access our Website at <http://home.sprynet.com/sprynet/tdescham>

Respectfully submitted,

John J. Smith, Superintendent

HOUSING AUTHORITY

The Norfolk Housing Authority continues in its search for donated land in order to pursue its goal to provide more affordable housing for those people living or working in the Town of Norfolk.

At present the Department of Housing and Community Development is short of funds for the building of new housing, so it is up to individual housing authorities to use their initiative.

We have at present 64 units of housing for the elderly and there does not seem to be the crushing need for this type of age group that there was 25 years ago when Hillcrest Village was constructed.

Our greatest need is for more housing for the younger people in town. Our first concern, if and when money becomes available again, is to complete 4 more units at Pine Knoll. These units were incorporated in our original plans but were cut out due to budget constraints at that time.

Our waiting list for elderly is very short, so we encourage anyone over 60 who is in need of a safe and clean apartment at a rent they can afford to ask for an application. Although our list for our 2 and 3-bedroom family units is extremely long, we do not wish to discourage anyone from applying.

A call to 508-528-4800 for information or a request for an application will be handled promptly.

Respectfull submitted,

Norfolk Housing Authority

WATER DEPARTMENT

WATER SERVICE INFORMATION

	1996	1997
Miles of water main in service	54.86	54.86
Total water services	16.30	16.82
Number of services per mile of water main	29.71	30.66
Total gallons pumped	144,772,500	166,991,500
Total gallons purchased	419,700	383,904
Average gallons pumped per day	396,637	457,511
Average annual gallons used per service	89,074	99,510
Average gallons used per service per day	244	273
Total Water Bill and Betterment Revenue	\$594,694.60	\$667,697.70

In 1997 the total gallons pumped increased due to the extremely dry conditions in the summer.

The process with the Massachusetts Department of Environmental Protection (DEP) continues for the Master Plan projections to bring a new well on line.

The Highland Lake Project was completed in early 1997 and we have recovered the costs from the Commonwealth of Massachusetts, Department of Corrections in April.

In the fall of 1997, money was appropriated to replace 2+ miles of deteriorating water main.

The Board of Water Commissioners is dedicated to the delivery of potable water in sufficient quantity and quality to meet the needs of our residents now and into the future.

The Commissioners wish to thank the staff of the department, headed by Superintendent James A. Martin III, Administrative Secretary Marilyn A. Ghioni, Maintenance Operator Richard A. Watson, Collector Gail E. Bernardo and Part-time Maintenance Colleen Johnston, who oversee the daily operations of the department. The Commissioners wish to congratulate Markene Burton on his retirement. He will be sorely missed. These employees are dedicated and tireless in the efforts to ensure the smooth overall operation of the Norfolk Water Department.

Respectfully submitted,

Board of Water Commissioners

CONSERVATION COMMISSION

The Conservation Commission consists of a seven-member board appointed by the Board of Selectmen. The primary responsibility of the Commission is to protect the Town's wetland resources, which include not only swamps, but other wetland areas, bodies of water, and floodplain, via the administration of the Wetlands Protection Act and the Town of Norfolk Wetland Protection Bylaw. Additionally, the Commission administers the Rivers Protection Act, passed in August, 1996 to regulate land use activities within a wetland resource area known as the "riverfront area," comprising land abutting all perennial streams and rivers.

In addition to state-mandated increases in the responsibilities of the Commission, rapid development in the Town, primarily in the form of housing, as well as Title V-required installation of new septic systems have boosted the Commission's workload. During the 1997 year, the Conservation Commission held 29 public hearings, a significant increase over the 18 held the previous year. These included 24 Notices of Intent applications and 5 for Requests for Determinations of Applicability.

During the hearing process, which occurs at the Commission's regular monthly meetings, the Commission considers input from the applicant, interested abutters, and other Town boards and officials. A site inspection is conducted for every application, and ongoing site visits are an integral part of monitoring every project to assure it is in compliance with the Commission's Order of Conditions, which is issued following the public hearing, if the project meets the performance standards of the Wetland Protection Act. During 1997, the Commission issued 20 Orders of Conditions, and conducted more than 50 site inspections. These site visits pertained to projects ongoing from previous years, new projects, and importantly, pre-hearing site visits which serve to facilitate the public hearing process.

During the year, the Commission undertook a lengthy review of the Norfolk Wetland Protection Regulations, which culminated in the approval of the updated Regulations at a public hearing in December.

The Commission also participated in hearings and meetings regarding the development of in-town and a neighboring town's proposed municipal wells.

The Commission continued its activity in preserving, maintaining, and enhancing the parcels of open space it manages. For example, via Eagle Scout projects, the parking area and trails in the Campbell Town Forest were enhanced, and a foot bridge was constructed and installed at the outlet of Town Pond. Following up on a workshop on vernal pools coordinated with the Massachusetts Audubon Society at Stony Brook the previous

NATURAL RESOURCES

year, a town-wide vernal pool identification and certification program was begun. To date, 15 vernal pools have been identified, and 8 are pending certification by the Mass. Division of Fisheries and Wildlife. The continued identification and certification of vernal pools remains a major goal of the Commission in 1998.

Another goal is to acquire land to be maintained as open space, and to plan for the protection and use of the Town's natural resources. A prime candidate for acquisition is Lind Farm, a predominantly wooded 62-acre site between North and Marshall Streets which features an existing trail system. Currently, the Commission manages 170 acres of land in Norfolk, including the Harold Campbell Forest, Town Pond, City Mills Pond, and the Kunde Conservation Forest behind the H. Olive Day School. In 1997, the Commission received a generous donation of land on Lake Shore Path.

The Commission receives valuable input from other Town boards and officials, both at the review level of a project, and when the project is underway. We wish to thank these boards and committees for their assistance, especially the Planning Board, the Building Department, the Board of Health, the Water Department, and the Zoning Board of Appeals.

Respectfully submitted,

Conservation Commission

TREASURER/COLLECTOR

The Treasurer/Collector's office is staffed by three full time employees. In addition to the Treasurer/Collector, there is an Assistant Treasurer and an Assistant Collector.

Tax related duties and responsibilities focus on the billing and collecting of real estate, personal property and motor vehicle excise taxes. Over 17,000 tax bills were mailed out resulting in over \$10.1 million dollar in revenues. Other tax related responsibilities include the processing of municipal lien certificates, tax refunds and the collection of delinquent taxes through tax title takings and deputy collector services.

In addition to the many tax related duties and responsibilities, the office is responsible for receiving moneys from the Town's various departments, processing of payment checks for Town expenditures, maintaining and reconciling over 30 bank accounts, investing Town funds, borrowing short and long term funds, and handling payroll for over 270 Town Employees.

Respectfully submitted,

David B. Okun, Treasurer/Collector

REPORT OF THE TREASURER/COLLECTOR FOR THE FISCAL YEAR ENDING JUNE 30, 1997

	Real Estate Tax	Interest	Demands & Fees
1998	\$1,530.16	\$0.00	\$0.00
1997	9,061,312.22	13,481.23	2,364.01
1996	88,014.47	6,731.06	5,528.80
1995	2,259.93	226.76	94.52
1992	504.82	0.00	0.00
1991	576.66	196.11	0.00
Total	\$9,154,198.26	\$20,635.16	\$7,987.33

	Motor Vehicle Excise Tax	Interest	Fees
1997	\$614,793.73	\$887.48	\$10,485.75
1996	166,033.33	602.14	9,548.79
1995	11,138.49	148.17	1,961.95
1994	455.75	50.08	726.00
1993	294.39	40.82	529.00
1992	47.50	19.56	121.00
1991	310.88	122.00	313.00
1990	141.35	107.17	222.00
1989	0.00	3.48	100.50
1988	72.50	49.33	63.00
1987	57.50	62.62	189.00
1986	72.50	14.79	48.61
Total	\$793,417.92	\$2,107.64	\$24,308.60

	Water Betterments	Committed Interest	Fees
1997 Apportioned	\$72,972.13	\$12,110.61	\$0.00
1997 Paid in Adv.	87,027.43	542.48	156.00
1996	13.43	9.67	0.00
	\$160,012.99	\$12,662.76	\$156.00

Grand Totals Collected:	
Municipal Lien Certificates:	\$23,275.00
Water Betterments:	160,012.99
All Taxes:	10,116,086.40
All Interest and Fees:	68,615.93

	Personal Property Tax	Interest	Fees
1997	\$144,918.32	\$71.18	\$357.17
1996	324.67	19.76	310.33
1995	0.25	0.00	0.00
Total	\$145,243.24	\$90.94	\$667.50

1997 Water Liens \$812.97
812.97

**In Lieu of
Taxes**
1997 \$7,644.26

**Municipal Lien
Certificates**
931 @ \$25 each \$23,275.00

ADVISORY BOARD

The Advisory Board consists of nine members appointed by the Moderator for three-year terms. No member may be active in any other Town position, elected or appointed, while serving on the Board.

The Board's mandate is to recommend to Town Meeting balanced Operating and Capital Budgets equitably apportioned among Departments, Boards, Commissions, needs and opportunities, and to make well reasoned recommendations about the non-financial questions on the Warrants. Also, the Board manages a small Reserve Fund appropriated by Town Meeting to cover unanticipated necessary expenses of any Department which cannot wait until the following Town Meeting.

For the Spring and Fall of 1997 Town Meetings, the Advisory Board considered 110 Warrant Articles and recommended that 96 of these be approved and the others Indefinitely Postponed. Town Meeting votes supported virtually all our Recommendations.

Highlights of the financial decisions taken by the Spring and Fall Town Meetings were.

\$15,500,000	Operating and Water Budget
\$2,200,000	Override for School expansion
\$900,000	for Water Main Replacements
\$220,000	for Landfill Closure
\$156,000	Override for Schools Operations
\$183,000	for nine Capital projects
\$130,151	Capital for replacement Ambulance
\$50,000	Override for Senior Center design

The Advisory Board's objective was to fund all the absolutely necessary requirements without drawing down the Stabilization Fund and without incurring new Debts beyond those for which there are assured and dedicated revenue streams sufficient to pay debt service expenses. We are pleased to report that all essential requirements were funded within these constraints.

Twenty-one Zoning Articles accounted for most of the remaining substantive questions on the Spring and Fall Town Meet-

ing Warrants. After negotiating significant improvements in one of the Articles and being persuaded that it was preferable to enact an imperfect version of another rather than to have nothing on the books on that subject, the Advisory Board recommended approval of all the Zoning Articles and all were approved by the Town Meeting votes.

The Advisory Board received and intends to act on a number of suggestions for improvement offered during and after the Spring and Fall Town Meetings.

One suggestion was that the Capital requests and the Warrant Articles proposing significant one-time expenditures be listed together in the Recommendations booklet.

Another suggestion was that when explaining their Recommendations and Motions, the Advisory Board should mention minority opinions, if any.

It was observed that certain expenses have been chronically under-budgeted in the past, the Snow and Ice Removal Budget being the best example. The suggestion was that such needs be budgeted more fittingly in the future.

A fourth suggestion was that it would be well if every Town Department, Board, Commission and Committee would have present during every Session of every Town Meeting at least one representative able to respond to questions from the floor about matters within their jurisdiction.

Respectfully submitted,

Advisory Board in 1997
(listed in order of length of service)
Marc Waldman, Past Chairman
Graham Sterling, Chairman
Norman Gentry, Vice Chairman
Edward Cannon, Vice Chairman
Joyce Terrio
Arthur Warren
Glenn Beernink, Vice Chairman
Catherine Elder
James Ward

REPORT OF THE DIRECTOR OF FINANCE/TOWN ACCOUNTANT

The following general purpose financial statements have been prepared and audited in conformity with generally accepted accounting principles and present fairly the financial position of the Town of Norfolk, Massachusetts, at June 30, 1997.

I would like to thank my staff, Lorraine H. Foley, Assistant Town Accountant/Employee Benefits Coordinator, and Mary Noris, Data Processing/Accounts Payable Clerk. The staff continues to do a remarkable job. Their continued help and support allows for a smooth and efficient operation.

Deborah Robbins, the former Assistant Assessor for the Town was appointed Chief Assessor this past year. I know she will continue to be an asset to the Finance Department and to the community.

I would like to thank the Treasurer/Collector and Assessing Department's for their hard work, dedication and cooperation. I am also grateful for the continuing cooperation and support from all Town departments.

Respectfully submitted,

Susan L. Gagner
Director of Finance/Town Accountant

**TOWN OF NORFOLK,
MASSACHUSETTS**

**GENERAL PURPOSE
FINANCIAL STATEMENTS**

YEAR ENDED JUNE 30, 1997

TOWN OF NORFOLK, MASSACHUSETTSGENERAL PURPOSE FINANCIAL STATEMENTSTABLE OF CONTENTS

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INDEPENDENT AUDITOR'S REPORT ON GENERAL PURPOSE
FINANCIAL STATEMENTS

To The Honorable Board of Selectmen
Town of Norfolk, Massachusetts

I have audited the accompanying general purpose financial statements of the Town of Norfolk, Massachusetts as of and for the year ended June 30, 1997, as listed in the Table of Contents. These general purpose financial statements are the responsibility of the Town of Norfolk Massachusetts' management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In as much as the Commonwealth of Massachusetts does not require the capitalization of fixed assets, the Town has not maintained complete historical cost records of its general fixed assets. Accordingly, except for the enterprise fund, a statement of general fixed assets, required by generally accepted accounting principles, is not included in the financial statements.

As discussed in Note 4, the Town records pension expense for the retired employees on the pay-as-you-go method in accordance with the General Laws of the Commonwealth of Massachusetts. These practices are not in conformity with generally accepted accounting principles.

As described in note 1d to the financial statements, the Town does not accumulate the dollar amount of vacation and sick leave earned by its employees during the year and accumulated at year end. Generally accepted accounting principles require that such amounts, if material, be recorded as a liability in the general purpose financial statements.

Board of Selectmen, Norfolk, Massachusetts

November 14, 1997

Independent Auditor's Report (continued)

In my opinion, except for the effect on the general purpose financial statements the matters described in paragraphs 3, 4, and 5, have, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Norfolk, Massachusetts, as of June 30, 1997, and the results of its operations and cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

My audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The Reconciliation of Treasurer's Cash, and Schedule of Taxes for the Year Ended June 30, 1997 on pages 25 and 26, is presented for purposes of additional analysis and is not a required part of the the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

John J. O'Brien, C.P.A.

John J. O'Brien C.P.A.
November 14, 1997

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To The Honorable Board of Selectmen
Town of Norfolk, Massachusetts

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts, as of and for the year ended June 30, 1997, and have issued my report thereon dated November 14, 1997.

I conducted my audit in accordance with generally accepted auditing standards, and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Norfolk, Massachusetts, is the responsibility of the Town of Norfolk, Massachusetts' management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Town's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on the overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of the audit committee and the management of the Town of Norfolk Massachusetts. However this report is a matter of public record and its distribution is not limited.

John J. O'Brien, CPA

John J. O'Brien C.P.A.
November 14, 1997

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To The Honorable Board of Selectmen
Town of Norfolk, Massachusetts

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts, as of and for the year ended June 30, 1997, and have issued my report thereon dated November 14, 1997.

I conducted my audit in accordance with generally accepted auditing standards, and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of Norfolk, Massachusetts is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that the transactions are executed in accordance with management's authorization and are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to risk that procedures may become inadequate because of changes in conditions or that the effectiveness of design and operation of policies and procedures may deteriorate.

In planning and performing my audit of the general purpose financial statements of the Town of Norfolk, Massachusetts, for the year ended June 30, 1997, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

Board of Selectmen, Norfolk, Massachusetts
November 14, 1997

Report on Internal Accounting Controls (continued)

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under the standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operation that I considered to be a material weakness as defined above.

However, I noted certain matters involving the internal control structure and its operation that I have reported to the management of the Town of Norfolk, Massachusetts, in a separate letter dated November 14, 1997.

This report is intended for the information of the audit committee and the management of the Town of Norfolk, Massachusetts. However, this report is a matter of public record and its distribution is not limited.

John J. O'Brien, CPA

John J. O'Brien C.P.A.
November 14, 1997

TOWN OF NORFOLK, MASSACHUSETTS
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 1997

ASSETS:	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE TRUST AND AGENCY	GROUP GENERAL LONG TERM DEBT	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	PROPRIETARY FUND TYPE WATER ENTERPRISE			
Pooled Cash and Cash Equivalents	\$1,467,107	\$461,061	\$2,138,975	\$828,163	\$601,740		\$5,597,666
Receivables:							
Property Taxes	168,251						168,251
Tax Liens and Foreclosures	545,055						545,055
Motor Vehicle Excise	93,880						93,880
Water Receivables				17,930			17,930
Reserve for Uncollectible Receivables	(716,728)			(1,000)			(717,728)
Property and Equipment, net				10,034,184			10,034,184
Batteries Receivable - Non current				583,925			583,925
Due from Other Governments		48,777					48,777
Deferred Asset: Deferred Comp. Benefits Amount to be Provided for Retirement of Debt	47,865		2,944,657		967,876		967,876
Total Assets	\$1,607,440	\$510,456	\$5,083,632	\$11,573,202	\$1,588,616	7,176,817	10,188,339
							\$27,521,165
LIABILITIES AND FUND EQUITY:							
Warrants and Accounts Payable	\$347,203	\$25,531		\$6,598	\$331		\$379,663
Deposits and Other Liabilities					8,940		8,940
Deferred Revenue	143,355	48,777		583,924			786,056
Deferred Comp. Due Employees					967,876		967,876
General Obligation Bonds Payable				1,664,000		6,491,000	8,155,000
Notes Payable	47,865		2,944,657				2,992,522
Landfill Closure Obligation							665,817
Total Liabilities	\$538,423	\$74,308	\$2,944,657	\$2,264,522	\$977,147	\$7,176,817	\$13,975,874
Commitments and Contingencies (Note 9)							\$11,471,528
FUND EQUITY:							
Contributed Capital				7,960,382			7,960,382
Retained Earnings: Reserved							
Unreserved				470,976			470,976
Reserved for Encumbrances	432,401	65,000		877,322			877,322
Reserved for Expenditures	286,292						487,401
Reserved for Endowments							286,292
Reserved for Over/Under Assessments							2,500
Unreserved					2,500		2,500
Designated							0
Undesignated							
Total Fund Balances	350,324	371,150	2,138,975		589,969		3,450,418
Total Liabilities and Fund Balances	\$1,607,440	\$510,456	\$5,083,632	\$11,573,202	\$1,588,616	\$7,176,817	\$27,521,165
							\$22,823,205

The accompanying notes to financial statements are an integral part of these statements.

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED STATEMENT OF REVENUES, TRANSFERS, EXPENDITURES AND CHANGES IN FUND TYPES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED JUNE 30, 1997

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	EXPENDABLE TRUST	1997	1996
REVENUES:						
Property Taxes	\$9,308,270				\$9,308,270	\$8,946,322
Intergovernmental Revenue	2,996,395	909,648	960,000		4,866,043	3,701,369
Licenses, Fees and Permits	314,730				314,730	300,914
Investment Interest	146,469	1,204		30,495	178,168	221,699
Excise Taxes	778,902				778,902	711,025
User Charges	167,551	586,251		532	734,334	705,614
Other	160,748	10,352		7,762	178,862	84,678
Total Revenue	\$13,873,065	\$1,487,455	\$960,000	\$38,789	\$16,359,309	\$14,671,621
EXPENDITURES:						
Education and Libraries	7,778,668	609,529	57,332	200	8,445,729	7,964,049
General Government	888,030	156,249	129,118	532	1,173,929	1,203,953
Public Works	967,109	461,119	357,614		1,785,842	2,106,202
Protection of Person and Property	1,999,667	71,388	280,500		2,351,555	1,894,445
Human Services	251,764				251,764	219,944
State and County Assessments	330,982				330,982	301,883
Debt Service	837,976				837,976	768,200
Recreation	47,070	46,234			93,304	92,919
Pension and Insurance	981,532				981,532	934,069
Capital Expenditure			1,236,659		1,236,659	0
Total Expenditures	\$14,082,798	\$1,344,519	\$2,061,223	\$732	\$17,489,272	\$15,485,664
Excess (deficiency) of Revenue Over Expenditures	(209,733)	142,936	(1,101,223)	38,057	(1,129,963)	(\$814,043)
OTHER FINANCING SOURCES:						
Transfer (To) From Other Funds	(15,565)	(59,092)	61,000	7,343	(6,314)	\$41,717
Issuance of Bonds					0	213,000
Proceeds Bond Anticipation Notes	47,865		2,885,857		2,933,722	785,000
Repayment of Temporary Debt	(85,000)		(61,000)		(146,000)	(457,000)
Total Other Financing Sources (Uses)	(\$52,700)	(\$59,092)	\$2,885,857	\$7,343	\$2,781,408	\$582,717
Excess (deficiency) of Revenues Over Expenditures and Other Financing Sources	(262,433)	83,844	1,784,634	45,400	1,651,445	(231,326)
Fund Balance at Beginning of Year	1,331,450	352,306	354,341	544,569	2,582,666	2,813,992
Fund Balance at End of Year	\$1,069,017	\$436,150	\$2,138,975	\$589,969	\$4,234,111	\$2,582,666

The accompanying notes to financial statements are an integral part of this statement.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
GENERAL FUNDCOMBINED STATEMENT OF REVENUES, TRANSFERS, AND EXPENDITURES
BUDGET AND ACTUAL BUDGET BASIS
YEAR ENDED JUNE 30, 1997

REVENUES:	Budget	Actual	Variance Favorable (Unfavorable)	Totals (Memorandum Only)	
				1997	1996
Property Taxes	\$9,437,426	\$9,373,830	(\$63,596)	\$9,373,830	\$8,990,937
Intergovernmental Revenue	2,844,025	2,996,395	152,370	2,996,395	2,657,220
Licenses, Fees and Permits	268,621	314,730	46,109	314,730	300,914
Investment Interest	155,370	146,469	(8,901)	146,469	189,044
Excise Taxes	700,000	778,902	78,902	778,902	711,025
User Charges	165,515	167,551	2,036	167,551	160,908
Other		160,749	160,749	160,749	70,394
Total Revenue	\$13,570,957	\$13,938,626	\$367,669	\$13,938,626	\$13,080,442
EXPENDITURES:					
Education and Libraries	\$7,996,113	\$7,790,233	\$205,880	\$7,790,233	\$7,259,931
General Government	924,284	884,547	39,737	884,547	810,609
Public Works	1,053,105	983,846	69,259	983,846	1,003,374
Protection of Person and Property	2,001,016	1,966,310	34,706	1,966,310	1,840,668
Human Services	257,005	251,979	5,026	251,979	210,618
State and County Assessments	286,478	330,982	(44,504)	330,982	301,883
Debt Service	811,603	725,177	86,426	725,177	865,178
Recreation	50,622	47,252	3,370	47,252	36,973
Pension and Insurance	1,000,396	960,116	40,280	960,116	930,675
Total Expenditures	\$14,380,622	\$13,940,442	\$440,180	\$13,940,442	\$13,259,909
Excess (deficiency) of Revenues over Expenditures	(809,665)	(1,816)	807,849	(1,816)	(179,467)
Other Financing Sources (Uses):					
Transfer (To) From Other Funds	170,902	170,902		170,902	225,995
Debt Net of Repayment	(37,135)	(37,135)		(37,135)	85,000
Other Available Funds	675,898		(675,898)	0	
Total Other Financing Sources (Uses)	\$809,665	\$133,767	(\$675,898)	\$133,767	\$310,995
Excess (deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	\$ -	\$131,951	\$131,951	131,951	\$131,528

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED STATEMENT OF REVENUES, EXPENSES,
 AND CHANGES IN RETAINED EARNINGS
 PROPRIETARY AND NON-EXPENDABLE TRUST FUNDS
 YEAR ENDED JUNE 30, 1997

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals (Memorandum Only)	
			1997	1996
OPERATING REVENUES:				
Charges for services	\$761,377		\$761,377	\$746,013
Other Income				
Total Operating Revenues	761,377		761,377	746,013
OPERATING EXPENSES:				
Salaries & Wages	143,164		143,164	127,264
Maintenance & Operations	109,368		109,368	257,455
Materials and Supplies	9,031		9,031	4,815
Depreciation	155,450		155,450	161,381
Indirect and Admin. Costs	49,796		49,796	46,610
Total Operating Expenses	466,809		466,809	597,525
Operating Income	294,568		294,568	148,488
NON-OPERATING REVENUE (EXPENSES):				
Investment Income	39,724	519	40,243	19,954
Insurance reimbursement	188		188	
State grant- Portion Expensed	22,338		22,338	
Prior Year Adjustment on Fixed Assets	39,495		39,495	
Interest Expense	(109,300)		(109,300)	(97,680)
Net non-operating revenues(expenses)	(7,555)	519	(7,036)	(77,726)
Operating transfers from other funds	6,868		6,868	
Operating transfers to other funds		(554)	(554)	(41,717)
Net operating transfers	6,868	(554)	6,314	(41,717)
Net Income(Loss)	293,881	(35)	293,846	29,045
Depreciation on Other Contributions	3,546		3,546	
Increase in Retained Earnings	297,427		297,392	29,045
Retained Earnings/ Fund Balance:				
Beginning of year	1,050,871	2,535	1,053,406	1,024,361
End of year	\$1,348,298	\$2,500	\$1,350,798	\$1,053,406

The accompanying notes to financial statements are an integral part of this statement.

FINANCES

**TOWN OF NORFOLK, MASSACHUSETTS
COMBINED STATEMENT OF CASH FLOWS
NONEXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 1997**

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals (Memorandum Only)	
			1997	1996
Cash flows from operating activities:				
Net Income	\$293,881	(\$35)	\$293,846	\$29,045
Adjustments to reconcile net income to net cash flows from operating activities:				
Depreciation	155,450		155,450	161,381
Operating Transfers From Other funds	(6,868)		(6,868)	
Changes in assets and liabilities:			0	
(Increase)Decrease in Accounts Receivable	(16,930)		(16,930)	
Increase(Decrease) in accounts payable	(17,108)		(17,108)	642
Increase (Decrease) in Other Liabilities	0		0	(748)
Net cash provided(used) operating activities	408,425	(35)	408,390	190,320
Cash flows from investing activities:				
Purchases of property & equipment	(257,126)		(257,126)	(310,755)
Net cash provided(used) investing activities	(257,126)	0	(257,126)	(310,755)
Cash flows from financing activities:				
New borrowings:				
Long-term	0		0	397,000
Short-term	442,440		442,440	103,281
Debt reduction:				
Long-term	(115,000)		(115,000)	(134,000)
Short-term	(413,510)		(413,510)	(428,550)
Net cash provided(used) financing activities	(86,070)	0	(86,070)	(62,269)
Net increase(decrease) in cash	65,229	(35)	65,194	(182,704)
Cash at the Beginning of the Year	862,934	2,535	865,469	1,048,173
Cash at the End of the Year	\$928,163	\$2,500	\$930,663	\$865,469
Supplemental Disclosures:				
Interest Paid	109,300		109,300	97,680

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINING STATEMENT OF CHANGES IN FUND BALANCES
 SPECIAL REVENUE FUNDS, CAPITAL PROJECTS FUNDS, EXPENDABLE AND NONEXPENDABLE TRUST FUNDS
 FOR THE YEAR ENDED JUNE 30, 1997

	Balance June 30, 1996	Revenues and Receipts	Proceeds From Debt Net of Repayment	Interest and Dividends	Interfund Transfers From (To)	Disbursements	Balance June 30, 1997
SPECIAL REVENUE FUNDS:							
School Lunch	\$13,551	\$164,421				\$153,852	24,120
Highway Improvement Fund	(107,702)	530,411				480,342	(17,633)
Gilt Fund	22,476	7,438		1,204	20	14,647	15,287
Revolving Funds	73,776	138,615			1,500	135,700	79,387
Federal and State Education Grants	3,244	280,871				280,028	64,087
Federal and State General Grants	160,223	95,999			(22,359)	179,268	54,595
Receipts Reserved for Appropriation	65,478	65,120			(38,253)	200,682	92,345
Other Special Revenue Funds	121,258	223,376					143,952
Total Special Revenue Funds	\$352,306	\$1,486,251	\$	\$1,204	(\$59,092)	\$1,344,519	\$436,150
CAPITAL PROJECT FUNDS:							
School Construction Projects	\$85,067		280,500		0	\$57,333	\$27,734
Fire Truck			135,000		15,000	280,500	0
Storage Tanks		980,000				128,118	20,882
Park & Rec. Facility							980,000
Town Center Drainage	284,775		2,350,000			284,775	0
Town Hall/Police Station	4,499		58,357		46,000	1,236,657	1,113,343
Equipment and Landfill Closure						92,840	17,016
Total Capital Projects Funds	\$354,341	\$980,000	\$2,824,957	\$	\$61,000	\$2,061,223	\$2,138,975
EXPENDABLE TRUST FUNDS:							
Stabilization Fund	\$44,152			\$28,006	(\$683)		\$468,705
Cemetery Funds	61,757	4,850		2,855	(28,300)		41,162
Pension Reserve Fund	10,281			762			11,043
Town Hall Fund	4,812					532	5,400
King Grant Estates	12,807	532		872	35,938		12,807
Other Trust Funds	13,330	2,912				200	52,852
Total Expendable Trust Funds	\$544,569	\$8,294	\$	\$30,495	\$7,343	\$732	\$589,969
NONEXPENDABLE TRUST FUNDS:							
J. Wase Fund - Principal	\$2,035			\$479	(\$514)		\$2,000
H. Wase Fund - Principal	500			40	(40)		500
Total Nonexpendable Trust Funds	\$2,535	\$	\$	\$519	(\$554)	\$	\$2,500

The accompanying notes to financial statements are an integral part of this statement.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting policies and financial reporting practices for municipalities in Massachusetts are prescribed by the Uniform Municipal Accounting System (UMAS) promulgated by the Commonwealth of Massachusetts Department of Revenue. The significant accounting policies followed by the Town are as follows:

(a) Financial Reporting Entity

The Town of Norfolk, Massachusetts (the "Town") reporting entity consists of all significant funds, account groups, agencies, boards, commissions, and authorities over which the Town exercises oversight responsibility except for General Fixed Assets. Oversight responsibility was determined on the basis of financial inter-dependence, selection of a governing authority designation of management, ability to significantly influence operations, accountability for fiscal matters and scope of public service.

(b) Fund Accounting

Financial transactions of the Town are recorded in the following funds or account groups:

- (1) The General Fund reflects the financial transactions related to general government activities which are not otherwise accounted for in another fund.

Included within the General Fund are the unreserved fund balance and reserve for abatement and exemption surplus:

- The unreserved fund balance is the amount by which unrestricted cash, accounts receivable and other assets exceed liabilities and reserves.

- (2) Special Revenue Funds account for proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes. These sources include gifts and grants from outside sources which must be expended in accordance with the provisions of the grants, and funds related to specific activities of the Town. These funds are available to fund future operations as prescribed by the Town.
- (3) The Capital Projects Funds account for the acquisition of capital facilities financed in whole or in part by long term debt. Capital facilities financed through tax levies are reflected as expenditures in the General Fund Statement of Revenues, Transfers and Expenditures.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- (4) The Proprietary fund or Water Enterprise fund is accounted for using the economic resources focus; the accounting objectives are determination of net income, financial position and cash flows. All assets and liabilities associated with a proprietary fund's activities are included on its balance sheet. Proprietary fund equity is segregated into contributed capital and retained earnings.
- (5) The Trust and Agency Funds account for money and securities received and held by the Town as trustee or custodian for individuals, private organizations and other governmental agencies.

Trust funds are classified as expendable or nonexpendable depending on whether the principal portion of the fund balance may be expended, or whether only investment income may be used.

- (6) The General Long Term Debt Obligation Group of Accounts (Note 5) includes the liabilities for long term debt. The balance payable on long term debt is offset by resources to be provided through taxation in future years for the retirement of unmatured bonds.

(c) Accounting for Revenues

Revenues in the governmental fund types (General Fund, Special Revenue Funds, and Capital Projects Funds) are accounted for using a modified accrual basis whereby the receipts during the July 1 to August 31 period that are allocable to the preceding fiscal year are reflected as revenue for that year.

(d) Accounting for Expenditures

Disbursements for material and supply inventories are considered expenditures at the time of payment and are not deferred and amortized. Interest cost is recognized when due and is not accrued over time. The repayment of long term debt principal is recorded as an expenditure of the General Fund. The Town's policy is to recognize vacation and sick pay in the accounting period the payments are made. These amounts are not accrued at the end of the fiscal year.

(e) Investments in Marketable Securities

Investments in marketable securities are stated at cost.

FINANCES

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Accounting for Fixed Assets

Through June 30, 1997 the Department of Revenue did not require the recording of fixed assets in the general ledger. Accordingly, except for the enterprise fund, the Town does not recognize general fund fixed assets in an asset account in the Town's general ledger at the time of acquisition, but expenses them when purchased.

(g) Budgetary Basis of Accounting

The Town must establish its property tax rate each year so that the resulting property tax levy will comply with the limits required by Proposition 2 1/2 and also constitute that amount which will equal the sum of (a) the aggregate of all annual appropriations for expenditures, state and county assessments, and transfers, plus (b) provision for prior fiscal year's deficits, if any, less (c) the aggregate of all nonproperty tax revenues and transfers projected to be received by the Town, including available funds.

The Town's budgets for all departments and operations of the Town, are prepared by the different department heads, and presented to the Finance Committee. The Finance Committee then presents its recommendations on the budget at the Town Meeting. Original and supplemental appropriations are also acted upon by Town Meeting Vote.

(h) Budgetary - GAAP Reporting Reconciliation

Accounting principles applied for purposes of developing data on a budgetary basis differ from those used to present financial statements in conformity to generally accepted accounting principles (GAAP). A reconciliation of budgetary-basis to GAAP-basis results is presented below:

	<u>Revenues</u>	<u>Expenditures</u>
As Reported on a Budgetary Basis	\$13,938,626	\$13,940,442
To Record Revenue on a Modified Accrual Basis of Accounting	(65,561)	
To Record 1996 Encumbrances and Continuing Appropriations Paid in 1997		574,757
To Eliminate 1997 Encumbrances and Continued Appropriations		(432,401)
As Reported on a GAAP Basis	----- \$13,873,065 =====	----- \$14,082,798 =====

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)(h) Budgetary - GAAP Reporting Reconciliation (Continued)

Massachusetts law does not require preparation of a budget for grants accounted for in the Special Revenue Funds. Since such grants are not budgeted, a budgetary comparison with actual results of operations is not presented.

(i) Real and Personal Property Taxes

Real and personal property taxes are based on values as of each January 1st and are billed in quarterly installments. By law, all taxable property in the Commonwealth must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has an ultimate right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables in the fiscal year of levy. Property tax revenues are recorded in accordance with the modified accrual basis of accounting described in Note 1 (c).

A statewide limitation statute known as "Proposition 2 1/2" limits the property tax levy to an amount equal to 2 1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2 1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2 1/2 taxing limitations can be overridden by a Town-wide referendum vote.

(j) Total Columns on Combined Statements

Total columns on the combined statements are captioned "memorandum only" to indicate that they are presented only to facilitate analysis. Data in these columns do not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

(k) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(2) DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS

The Town's assets include cash and temporary investments that are available for use by all funds. In addition, operating cash and investments are separately held by various funds of the Town. Each fund type's portion of cash and temporary investments is presented on the combined balance sheet under "Governmental Fund Types" as cash and temporary investments.

(a) Deposits

At year end, the carrying amount of the Town's deposits of \$100,815 differed from bank balances totaling \$154,088 because of outstanding checks and other normal reconciling items. The Town's total deposits in financial institutions at year end were \$100,815, of which \$100,800 was covered by Federal depository insurance.

(b) Investments

State statutes authorize the Town to invest public funds in term deposits or certificates of deposit, in trust companies, national banks, savings banks or banking companies, or in obligations issued or unconditionally guaranteed by the United States Government or any agency thereof and having a maturity of less than one year. The statutes also authorize the Town to invest in repurchase agreements and in participation units in a combined investment fund.

Funds that are the result of a grant, gift or trust must be invested in accordance with the terms of such grant, gift or trust. Trust funds can be placed in interest-bearing accounts at national banks or at savings, trust or FDIC banking companies which are incorporated under the laws of the Commonwealth. Funds can also be invested in participation units in a combined investment fund, or in bonds, notes or securities which are legal investments for savings banks.

The Town's investments are categorized below to give an indication of the level of risk assumed by the Town at year end. Category 1 includes investments that are insured or registered or for which the securities held by the Town or its agent are in the Town's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Town's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Town's name.

(b) Investments (Continued)

	Carrying Amount			Total	Market Value
	1	2	3		
Money Market and Certificates of Deposit	\$ 500,000	\$4,395,111	\$0	\$4,895,111	\$4,895,111
Total Investment	\$ 500,000	\$4,385,111	\$0	\$4,895,111	\$4,895,111

(3) PROPERTY AND EQUIPMENT- ENTERPRISE FUND

Property, plant and equipment of the enterprise fund is stated at historical cost. A summary of changes in property, plant and equipment for the water department for the year ended June 30, 1997, is as follows.

Asset	Net book value 7/1/96	Additions	Retired	Deprec.	Net book value 6/30/97
Land	\$ 297,550	\$ 157,708	\$ 163,223	\$ 3,552	\$ 455,258
Buildings	307,834		256,942	78,734	141,059
Mains	6,903,382	655,216		8,441	7,222,922
Valves	350,817	23,693	17,424	7,180	348,645
Wells	178,262			7,138	171,082
Standpipes	289,053			10,908	281,915
Equipment	164,094		6,414	18,875	153,186
Laterals	695,197	45,607	231	5,155	715,515
Meters	46,352	11,000	6,930	12,067	51,966
Hydrants	477,379	20,836		3,124	479,218
Vehicles	14,059			276	10,935
Furn & Fixt	0	2,759			2,483
Totals	\$9,723,979	\$ 916,819	\$ 451,164	\$155,450	\$10,034,184

Depreciation is calculated on these assets using a straight line method with the following lives.

Life	Assets
100 years	Mains.
50 years	Valves, standpipes, service laterals buildings and hydrants.
30 years	Wells.
25 years	Equipment.
20 years	Building improvements.
15 years	Meters.
6 years	Vehicles.

(4) RETIREMENT PLANS

Teachers, certain administrative personnel and other professional employees of the Town's school departments individually participate in a contributory retirement plan administered by Massachusetts Teacher's Retirement Board. The Town does not contribute to this plan.

Substantially all other Town employees participate in the Norfolk County Retirement System. The Town's payroll for employees covered by the System for the year ended June 30, 1997 was approximately \$3,163,067 which was 49.3% of the total Town payroll. Contributions to provide benefits under the System are made by the Town under the "pay-as-you-go" method by annually contributing the amount determined by the State Division of Public Employee Retirement Administration (PERA). The contribution is calculated as the amount necessary to provide for the following year's retirement benefits. The active Town employees contribute 5%, 7%, or 8% (depending upon the date of employment) of their regular compensation, as defined. The Town also contributes the amount necessary for the System's administrative expenses. The Town's actual contribution was \$462,526 for 1997, which represented 14.6% of annual covered payroll.

Massachusetts Contributory Retirement System benefits are uniform from system to system. The system provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification. Members become vested after 10 years of creditable service. A superannuation retirement allowance may be received upon the completion of 20 years of service or upon reaching the age of 55 within 10 years of service. Normal retirement for most employees occurs at age 65 (for certain hazardous duty and public safety positions, normal retirement is at age 55).

(4) Retirement Plans (Continued)

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deduction and a portion of the interest they generate constitute the annuity. The differential between the total retirement benefit of the annuity is the pension. The average retirement benefit is currently approximately 85% to 90% pension and 10% to 15% annuity. The "Pension Benefit Obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess the funding status of the System on a going concern basis, assess progress made in accumulating sufficient assets to pay benefits when due and make comparisons among public employee retirement systems and employers. The system does not make separate measurements of assets and pension benefit obligations for individual employers.

The pension benefit obligation was computed for the Norfolk County Retirement System as a whole, as part of an actuarial valuation performed as of January 1, 1993. Significant actuarial assumptions used in the valuation include (a) a rate of return on investment of present and future assets of 8.5% a year compounded annually, (b) projected salary increases of 6.0% a year compounded annually, attributable to inflation, including longevity, and (c) no post retirement benefit increases.

Total unfunded pension obligations for the System, as a whole was \$124,503,177 at January 1, 1997. as follows:

Pension Benefit Obligation - Retirees and beneficiaries receiving benefits and terminated employees not yet receiving benefits	\$181,231,437
Current Employees - Accumulated employee contributions including allocated investment earning	91,344,561
Employer - Financed vested	42,004,327
Employer - Financed nonvested	68,693,923
Total Pension Benefit Obligation	383,274,248
Net Assets Available for Benefits, At Market Value	258,771,071
Unfunded Pension Benefit Obligation	\$124,503,177

The contribution made by the Town represented 2.45% of total contributions made by all participating entities. Ten year historical trend information is not currently available for this Retirement System.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1997

(5) General Long Term Debt and Interest Group of Accounts
 The Town's outstanding long term debt as of June 30, 1997 is composed of:

Bank of Boston/ Purpose	Date of Issue	Date Matures	Interest Rate	Balance Outstanding at June 30, 1997
Water Mains:				
Noon Hill	01/15/93	2013	4.75%-7.25%	\$ 1,094,000
Pond Street	Various	Var	4.05%-7.25%	224,000
Dedham Street	02/01/96	2009	4.05%-5.00%	194,000
Leland Street	02/01/96	2009	4.05%-5.00%	73,000
Harlow Street	02/01/96	2009	4.05%-5.00%	79,000
Total Enterprise Fund				1,664,000
School Debt:				
Land Purchase	01/15/93	2011	4.75%-7.25%	324,000
School Roof Construction	01/15/93	2011	4.75%-7.25%	200,000
	Various	Var	4.05%-7.25%	5,325,000
Other:				
Ctr. Drainage	02/01/96	2009	4.05%-5.00%	642,000
Total General Long Term Debt Account Group				6,491,000
Total Long-Term Debt				\$ 8,155,000
Inside Debt Limit				\$ 524,000
Outside Debt Limit				\$ 7,631,000

Debt service on the above, for future years, consists of the following:

For The Year Ending June 30,	Principal	Interest	Totals
1998	\$ 555,000	\$ 440,950	\$ 995,950
1999	550,000	411,175	961,175
2000	550,000	384,800	934,800
2001	550,000	358,650	908,650
2002	550,000	331,650	881,650
Thereafter	5,400,000	1,729,950	7,129,950
	\$ 8,155,000	\$ 3,657,175	\$11,812,175

(5) GENERAL LONG TERM DEBT AND INTEREST GROUP OF ACCOUNTS
(Continued)

(a) Legal Debt Limit

Chapter 44, Section 10, of the Massachusetts General Laws permits the issuance of bonds up to 5% of the equalized valuation, plus an additional amount which would bring the total up to but less than 10% with the approval of the Emergency Finance Board. For example at June 30, 1997, the total statutory debt limit of the Town was approximately \$59,683,100, against which \$8,155,000 of the debt was outstanding applicable to such limit. The following is a computation of the legal debt margin as of June 30, 1997:

	Inside Debt Limit -----	Outside Debt Limit -----	Total -----
Assessed Value (Basis for Tax Rate)			\$596,831,000
Equalized Assessed Value			\$596,831,000
Debt Limit 5% of Equalized Value	\$29,841,550	\$29,841,550	\$ 59,683,100
Less Debt Outstanding	524,000 -----	7,631,000 -----	8,155,000 -----
Total Legal Debt Margin	\$29,317,550 =====	\$22,210,550 =====	\$51,528,100 =====

(6) LOANS AUTHORIZED AND LOANS AUTHORIZED AND UNISSUED

Loans authorized and loans authorized and unissued consist of the following at June 30, 1997:

Purpose of Loan -----	Fiscal Year Authorized -----	Authorized -----	Authorized And Unissued -----
Twn Hall/Police Sta	Various	\$ 2,350,000	\$ 0
Equipment	Various	435,000	19,500
School Construction	Various	288,000	240,135
Landfill Closure	Various	219,800	40,643
Totals		\$ 3,292,800 =====	\$ 300,278 =====

(7) NOTES PAYABLE - SHORT TERM

The Town has Bond and State Aid Anticipation Notes at June 30, 1997 per the following schedule.

Bank/ Purpose	Date of Issue	Date of Maturity	Interest Rate	Balance 6/30/97
-----	-----	-----	-----	-----
Fleet Bank/ Twn Hall- Police Sta.	Various FY 1997	Various FY 1998	3.94%- 4.28%	\$2,350,000
BankBoston/ Landfill	6/18/97	11/24/97	3.94%	179,157
Storage Tanks	6/18/97	11/24/97	3.94%	135,000
Freeman Cent.	6/18/97	11/24/97	4.19%	47,865
Fire Truck	10/29/96	7/02/97	4.10%	280,500
Total Notes Payable				\$2,992,522
				=====

Debt service is all due within the next fiscal year, ended June 30, 1998.

(8) 1998 BUDGET

The Town anticipates a fiscal 1998 operating and capital budget totaling \$15,838,407, which will be financed from the following sources:

1998 Tax Levies, State Grants, Departmental Receipts, etc.	\$14,407,154
Free Cash	202,680
Other Available Funds	1,228,573
Total	\$15,838,407
	=====

In addition, the Town has carried forward encumbrances of \$470,299 from 1997 and prior years for projects authorized by the Town Meeting but not yet completed.

(9) COMMITMENTS AND CONTINGENCIES

There are several cases pending in courts where the Town of Norfolk is a defendant. In the opinion of Town Counsel, there is no other pending litigation likely to result, either individually or in aggregate, in final judgments against the the Town that would materially affect its financial statements.

(10) POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS

In addition to the pension benefits described in Note 4, the Town provides postretirement health care and life insurance benefits, in accordance with state statutes, for all of the Town's full-time employees who retire from the Town on or after attaining age 55 with at least 10 years of service. Currently, 32 retirees are provided postretirement benefits. The Town pays 55% of medical and life insurance premiums for the retirees. The Town recognizes the cost of providing these benefits using the pay-as-you-go-by method which expenses the premiums in the year they are paid. The cost incurred in Fiscal 1997 (net of retiree contributions) was \$38,345.

(11) DEFICIT FUND BALANCE

The deficit of \$37,633 in the Highway Fund is the result of a timing difference. The town expended the funds in FY 1997, but is not reimbursed by the State until FY 1998.

(12) LANDFILL CLOSURE

In August, 1993 the Governmental Accounting Standards Board, in its capacity as the standards setting organization for state and local governments, issued Statement No. 18, Accounting for Municipal Waste Landfill Closure and Postclosure Care Costs. Statement No. 18, which became effective for the fiscal year ended June 30, 1994, establishes accounting and reporting requirements for governmental units that operate or have operated solid waste landfills. The accompanying general purpose financial statements reflect an obligation for landfill closure and postclosure costs in accordance with the requirements of Statement No. 18 as discussed further below.

In accordance with regulations promulgated by the Massachusetts Department of Environmental Protection, the Town is required to "cap" its landfill, which stopped accepting waste in 1990 and monitor the landfill for a period up to thirty years. The estimated current costs associated with this process which are recorded in the general long-term debt account group include approximate construction ("capping") costs of \$364,974, less Bond Anticipation notes of \$179,157 and postclosure monitoring costs of \$500,000.

Costs associated with the "capping" will be paid through the issuance of long-term debt. Postclosure costs will be funded through future appropriations of tax revenues. The actual costs to complete these components may be different due to the results of inflation, deflation, effects of public bidding laws and/or changes in technology or applicable laws and regulations.

(13) DEFERRED COMPENSATION PLAN

The town offers its employees a deferred compensation plan (the Plan) created in accordance with Internal Revenue Code Section 457. The Plan, available to all Town employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement death or unforeseeable emergency. The Town funds all amounts of compensation deferred under the Plan, at the direction of the covered employee. Assets were held through investments in the Town's name in six investment funds including four variable return funds, the bond fund and the cash management fund plus a "457 Guaranteed Fund," managed by the ICMA Retirement Trust and ten investment funds and life insurance fund by the Copeland Company and reported at a market value of \$ 967,876.

All amounts of compensation deferred under the Plans, all property rights purchased with those amounts, and all income attributable to those amounts, property and rights of the Town subject only to the claims of the Town's general creditors. Participants' rights under the Plan are equal to those of general creditors of the Town in an amount equal to the fair market value of the deferred account for each participant.

The Town has no liability for losses under the Plan but does have the duty of due care that would be required of an ordinary prudent investor. The Town believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

TOWN OF NORFOLK, MASSACHUSETTS
 GENERAL FUND, SPECIAL REVENUE FUNDS AND
 CAPITAL PROJECTS FUND
 SCHEDULE OF TREASURER'S CASH
 FOR THE YEAR ENDED JUNE 30, 1997

Summary of Transactions:

Balance, July 1, 1996	\$ 3,252,878
Receipts	19,953,699
Disbursements	18,210,651

Balance June 30, 1997	\$ 4,995,926
	=====

Composition of Balance on June 30, 1997, by Bank:

Cash on Deposit: Noninterest Bearing	-
Cash on Deposit: Interest Bearing	
People's Savings	\$ 113,113
BankBoston	1,250,585
Fleet Bank	1,437,855
Boston Safe and Trust	1,032,809
Citizen's Bank	100,015
Mass. Municipal Depository Trust	1,061,549

Total Non-Trust Fund Cash	\$ 4,995,926
	=====

Presentation of Cash, by Fund:

General Fund	\$ 1,467,107
Special Revenue Fund	461,681
Capital Projects Fund	2,138,975
Enterprise Fund	928,163

Total	\$ 4,995,926
	=====

See Independant Auditor's Report.

TOWN OF NORFOLK, MASSACHUSETTS
 SCHEDULE OF TAXES
 JUNE 30, 1997

	Uncollected Taxes June 30, 1996	Commitments	Abatements and Adjustments	Transfers to Tax Title	Collections Net of Refunds	Uncollected Taxes June 30, 1997	Amount Per Collector's Detail
REAL ESTATE							
Prior 1993	\$883		\$15,365	\$8,882	(\$505)	\$1,625	\$16,766
1994	410			8,121		8,531	7,446
1995	(240)			8,441		8,201	7,031
1996	4,761		(98)	7,894	(2,260)	10,395	9,124
1997	105,952	9,292,358	(127,935)	(1,921)	(88,554)	15,379	14,148
Totals	\$111,766	\$9,292,358	(\$112,668)	\$32,743	(\$9,164,915)	\$159,284	\$145,342
PERSONAL PROPERTY							
Prior 1993	\$3,583					\$3,583	\$3,583
1994	574					574	574
1995	827					827	827
1996	1,492					1,492	1,492
1997	1,289	\$146,381	(\$47)		(\$325)	964	964
Totals	\$7,765	\$146,381	(\$47)		(\$145,132)	1,527	1,527
MOTOR VEHICLE EXCISE							
Prior 1993	\$16,352		(\$8)			\$15,643	\$15,698
1994	45		324		(267)	57	57
1995	4,499	9,378	434		(317)	162	162
1996	70,629	104,605	(1,293)		(10,066)	2,518	2,518
1997		700,898	(13,755)		(156,006)	5,473	5,473
Totals	\$91,525	\$814,881	(17,539)		(611,322)	72,037	72,037
			(\$31,837)		(\$778,679)	\$95,890	\$95,945

See Independent Auditor's Report.

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM
2/10/98 10:30:45
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

TOWN OF NORFOLK,
GLS202-V04.40 PAGE

	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5114 MODERATOR						
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100
4010 EXPENSES	154.00	0.00	0.00	52.49	101.51	94
4011 EXPENSES ENC.	1,064.93	0.00	0.00	1,064.93	0.00	100
TOTAL: MODERATOR	1,219.93	0.00	1.00	1,118.42	101.51	91
5122 SELECTMEN						
1100 SALARIES	94,657.00	0.00	24,797.71	94,278.93	378.07	99
3190 AUDIT #7 96 TM	9,800.00	0.00	0.00	9,800.00	0.00	100
4011 EXPENSES ENC.	1,500.00	0.00	0.00	1,500.00	0.00	100
4026 UNPAID BILLS OF PRIOR YEARS	3,317.63	0.00	0.00	2,637.63	680.00	79
4200 OFFICE SUPPLIES, PUBLICATIONS	3,000.00	0.00	1,209.13	3,365.24	365.24	112
4201 PRINTING AND ADVERTISING	3,636.00	0.00	926.53	3,523.51	112.49	96
4203 EQUIPMENT REPAIR & MAINT.	600.00	0.00	170.78	1,012.16	412.16	168
4204 COPY MACHINE EXPENSES	3,000.00	0.00	898.04	1,698.00	1,302.00	56
4206 FLAGS	300.00	0.00	181.50	181.50	118.50	60
4214 DUES AND SUBSCRIPTIONS	1,360.00	0.00	0.00	1,341.13	18.87	98
4215 TELEPHONE	3,200.00	0.00	864.51	2,747.11	452.89	85
4219 PHYSICIAN	1,500.00	0.00	485.50	1,067.50	432.50	71
4225 POSTAGE	2,495.00	0.00	461.55	2,027.05	467.95	81
4239 TRAVEL, MEETINGS & DUES	1,540.00	0.00	155.41	1,651.56	111.56	107
4290 TOWN HALL MAINT. & CLEANING	2,160.00	0.00	622.82	2,089.95	70.05	96
4800 FUEL AND UTILITIES	5,651.00	0.00	1,335.00	6,175.95	524.95	109
7200 OUT OF STATE TRAVEL	700.00	0.00	0.00	700.00	0.00	100
7822 COMM.FD.-ECONOMIC DEV.COMM.	3,029.00	0.00	0.00	3,000.00	29.00	93
7823 COMM.FD.-OPEN SPACE PLAN.COM.	727.01	0.00	0.00	0.00	727.01	0
8520 NOV 94 ART 33 FY95 ADA RENOV	11,435.00	0.00	0.00	0.00	11,435.00	0
8558 TOWN HILL INF. #24 94 ATM	6,839.98	0.00	0.00	6,839.25	0.73	93
8566 COOPERATIVE PURCHASING 66-94	3,100.00	0.00	0.00	3,100.00	0.00	100
8571 FOTTER PROPERTY MAINT/DISPOS	2,303.29	0.00	0.00	2,303.29	0.00	100
8716 ART6 ATM95 RABIES INNOCULATI	3,894.70	0.00	0.00	0.00	3,894.70	0
8717 ART7 ATM95 FEAS. STUDY FOLIC	10,000.00	0.00	0.00	6,000.00	4,000.00	60
8728 ART12 TM95 TANK REMOVAL	150,000.00	0.00	0.00	129,117.81	20,882.19	96
TOTAL: SELECTMEN	329,745.61	0.00	30,312.40	286,157.57	43,588.04	86
5131 ADVISORY BOARD						
1100 SALARIES	3,405.03	0.00	3,405.03	3,405.03	0.00	100
4010 EXPENSES	4,695.00	0.00	2,711.12	4,574.12	120.88	97
4011 EXPENSES ENC. '83	20.00	0.00	0.00	20.00	0.00	100
9900 RESERVE FUND	1,609.26	0.00	1,609.76	1,609.76	0.50	100
TOTAL: ADVISORY BOARD	6,510.77	0.00	4,506.39	6,389.39	121.38	98
5135 ACCOUNTANT						
1100 SALARIES	97,577.00	0.00	24,744.25	97,575.69	1.31	93
4200 OFFICE SUPPLIES, PUBLICATIONS	1,500.00	0.00	375.94	1,258.33	241.67	83
4203 EQUIPMENT REPAIR & MAINT.	7,214.00	0.00	96.00	7,244.59	30.53	100

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

2/10/98 10:30:45

LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

TOWN OF NORFOLK
GL520F-V04.40 PAGE

	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5135 ACCOUNTANT						
4215 TELEPHONE	900.00	0.00	173.27	759.14	140.86	84
4239 TRAVEL, MEETINGS & DUES	661.00	0.00	247.51	873.51	212.51	132
TOTAL: ACCOUNTANT	107,852.00	0.00	25,636.97	107,711.26	140.74	93
5141 ASSESSORS						
1100 SALARIES	75,287.95	0.00	20,810.30	75,287.95	0.00	100
2735 REVALUATION 36 TH	14,000.00	0.00	1,970.00	1,970.00	12,030.00	14
4010 EXPENSES	3,748.80	0.00	1,362.08	9,735.88	12.92	99
8577 ASSESSOR COMP/TAX PACK 36TH	10,000.00	0.00	417.05	10,000.00	0.00	100
TOTAL: ASSESSORS	109,036.75	0.00	24,559.43	96,993.83	12,042.92	88
5145 TREASURER						
1100 SALARIES	116,439.00	0.00	29,076.71	116,211.91	227.09	99
3070 BANKING SERVICE	3,162.00	0.00	1,018.19	2,655.30	506.70	83
4011 EXPENSES ENC.	4,225.82	0.00	0.00	2,947.00	1,278.82	69
4200 OFFICE SUPPLIES, PUBLICATIONS	3,000.00	0.00	379.67	2,110.62	889.38	70
4203 EQUIPMENT REPAIR & MAINT.	2,364.00	0.00	379.45	423.95	1,940.05	17
4205 COMPUTER SERVICES	24,845.00	0.00	6,294.14	21,715.35	3,129.65	87
4215 TELEPHONE	2,500.00	0.00	655.10	1,970.30	529.70	78
4225 POSTAGE	7,000.00	0.00	1,823.22	3,753.70	3,246.30	53
4239 TRAVEL, MEETINGS & DUES	1,115.00	0.00	38.50	829.88	286.12	74
TOTAL: TREASURER	164,650.82	0.00	39,664.98	152,618.01	12,032.81	92
5151 TOWN COUNSEL						
3090 LEGAL FEES	19,002.60	0.00	5,511.46	18,377.75	624.85	96
3890 LEGAL RETAINER	15,000.00	0.00	3,750.00	13,750.00	1,250.00	91
TOTAL: TOWN COUNSEL	34,002.60	0.00	9,261.46	32,127.75	1,874.85	94
5152 PERSONNEL BOARD						
1100 SALARIES	2,234.00	0.00	588.00	2,060.96	173.04	92
1101 SALARIES ENC.	74.88	0.00	0.00	74.88	0.00	100
4010 EXPENSES	400.00	0.00	13.97	74.97	325.03	18
TOTAL: PERSONNEL BOARD	2,708.88	0.00	601.97	2,210.81	498.07	81
5158 TAX TITLE FORECLOSURE						
4011 EXPENSES ENC.	17,928.53	0.00	2,646.00	10,297.39	7,631.14	57
TOTAL: TAX TITLE FORECLOSURE	17,928.53	0.00	2,646.00	10,297.39	7,631.14	57
5161 TOWN CLERK						
1100 SALARIES	42,521.00	0.00	11,407.36	42,329.07	191.93	99
4010 EXPENSES	2,346.00	0.00	1,151.54	2,139.90	206.10	91
TOTAL: TOWN CLERK	44,867.00	0.00	12,558.90	44,468.97	398.03	99
5162 ELECTIONS						
1100 SALARIES	3,075.00	0.00	1,023.55	2,834.00	180.92	94

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Expenditure Guideline
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	ANNUAL REVISED	ENCUMBERED	ACT YTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5162 ELECTIONS						
4010 EXPENSES	3,875.00	0.00	1,646.54	3,870.92	4.08	93
4011 EXPENSES ENC.	2,825.00	0.00	0.00	2,683.04	141.96	94
4027 SPECTAL ELECTION EXPENSE	3,500.00	0.00	1,912.72	1,912.72	1,587.28	54
TOTAL: ELECTIONS	13,275.00	0.00	4,582.81	11,360.76	1,914.24	85
5163 VOTER REGISTRATION						
1100 SALARIES	4,315.00	0.00	4,113.78	4,243.22	71.78	38
4010 EXPENSES	2,250.00	0.00	151.00	151.00	2,099.00	6
4011 EXPENSES ENC.	1,400.00	0.00	0.00	610.00	790.00	43
TOTAL: VOTER REGISTRATION	7,965.00	0.00	4,264.78	5,004.22	2,960.78	62
5171 CONSERVATION COMMISSION						
1100 SALARIES	10,343.00	0.00	2,774.69	10,323.02	19.38	93
3021 WETLANDS PROTECTION EXP.	8,342.60	0.00	3,374.60	4,163.52	4,179.08	49
4010 EXPENSES	3,032.00	0.00	1,488.26	1,866.84	1,225.16	60
4012 CONSERVATION FUND	57,134.24	0.00	0.00	0.00	57,134.24	0
TOTAL: CONSERVATION COMMISSION	78,311.84	0.00	7,637.55	16,353.38	62,558.46	20
5175 PLANNING BOARD						
1100 SALARIES	32,434.00	0.00	8,953.01	31,741.22	632.78	97
3038 TRI-TOWN PLANNER #33/93 ATM	28,947.33	0.00	16,047.39	17,047.39	11,899.94	58
3060 ENGINEERING SERVICES	6,000.00	0.00	0.00	39.96	5,960.04	0
3061 ENGINEERING ENC.	12,276.87	0.00	711.40	1,638.66	10,638.21	13
4010 EXPENSES	5,026.00	0.00	2,320.71	4,062.74	363.26	80
4011 EXPENSES ENCUMBERED	1,179.28	0.00	0.00	1,179.28	0.00	100
TOTAL: PLANNING BOARD	85,863.48	0.00	28,032.51	55,709.25	30,154.23	64
5176 ZONING/APPEALS BOARD						
1100 SALARIES	17,293.00	0.00	4,252.35	15,509.95	1,709.05	90
4010 EXPENSES	1,573.00	0.00	249.37	1,185.13	387.87	75
4011 EXPENSES ENC.	332.45	0.00	0.00	332.45	0.00	100
TOTAL: ZONING/APPEALS BOARD	19,204.45	0.00	4,501.72	17,107.53	2,096.92	89
5187 ENGINEERING SERVICES						
3060 ENGINEERING SERVICES	6,888.58	0.00	5,837.08	6,443.58	439.00	93
3061 ENGINEERING ENC.	1,000.00	0.00	162.50	990.30	2.70	99
TOTAL: ENGINEERING SERVICES	7,888.58	0.00	5,999.58	7,433.88	448.70	94
5189 PERMANENT BUILDING COMM.						
1100 SALARIES	4,670.00	0.00	960.22	2,660.61	2,009.38	56
4010 EXPENSES	550.00	0.00	15.02	15.02	534.98	2
8528 REC ATH FENCE ART 17 ATM95	633.50	0.00	0.00	0.00	633.50	0
8589 SCHOOL BLDG NEEDS ARCHTECT96	10,000.00	0.00	2,250.00	8,100.00	1,900.00	81
TOTAL: PERMANENT BUILDING COMM.	15,853.50	0.00	3,233.24	10,775.63	5,077.87	67
5193 BLDG/LIABILITY INSURANCE						

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Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

TOWN OF HOFFUL
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	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5193 BLDG/LIABILITY INSURANCE						
7400 BUILDING/LIABILITY INSURANCE	154,230.00	0.00	9,030.28	118,258.03	35,971.97	76 -----
TOTAL: BLDG/LIABILITY INSURANCE	154,230.00	0.00	9,030.28	118,258.03	35,971.97	76 -----
5195 TOWN REPORTS						
3430 PRINTING	5,225.00	0.00	4,823.35	4,823.35	401.65	92 -----
TOTAL: TOWN REPORTS	5,225.00	0.00	4,823.35	4,823.35	401.65	92 -----
5210 POLICE						
1100 SALARIES	903,774.00	0.00	217,579.39	893,528.75	10,245.25	98 -----
1101 SALARIES ENC.	16,038.21	0.00	846.40	11,819.44	4,218.77	73 -----
4010 EXPENSES	71,691.00	0.00	22,672.11	63,880.13	1,810.87	97 -----
4011 EXPENSES ENC.	2,655.00	0.00	0.00	2,419.45	235.55	91 -----
4800 FUEL AND UTILITIES	16,000.00	0.00	6,039.06	15,352.73	47.27	99 -----
8582 POLICE COPY MACHINE 96TM	5,500.00	0.00	608.65	5,439.95	0.05	99 -----
8584 POLICE PORTABLE RADIOS 96TM	7,200.00	0.00	0.00	7,200.00	0.00	100 -----
8595 POLICE CRUISER	50,692.00	0.00	455.00	50,690.00	2.00	99 -----
8701 ART 6 ATM 95 POLICE-COMPUTER	4,997.00	0.00	4,997.00	4,997.00	0.00	100 -----
8707 ART6 ATM95 POLICE-WEAPONS/EQ	393.05	0.00	0.00	393.05	0.00	100 -----
8715 ART6 ATM95 HEPATITIS INMOCUL	1,030.00	0.00	0.00	330.00	700.00	32 ---
TOTAL: POLICE	1,079,970.26	0.00	253,197.61	1,062,710.50	17,259.76	98 -----
5220 FIRE						
1100 SALARIES	271,386.00	0.00	68,626.09	264,720.29	6,665.71	97 -----
4010 EXPENSES	25,204.88	0.00	5,249.72	24,758.99	445.89	98 -----
4011 EXPENSES ENC.	4,748.00	0.00	0.00	4,709.32	38.68	99 -----
4800 FUEL AND UTILITIES	2,500.00	0.00	562.03	2,795.95	295.95	111 -----
8576 FIRE COMMUNICATION SYS 96TM	100,000.00	0.00	927.29	98,178.28	1,821.72	98 -----
8579 FIRE PROTECTIVE WASHR 96TM	3,500.00	0.00	0.00	3,500.00	0.00	100 -----
8588 FIRE CHIEFS VEHICLE 96 TM	26,000.00	0.00	0.00	26,000.00	0.00	100 -----
8603 LADDER TRUCK/FIRE STM AUG96	380,500.00	0.00	0.00	380,500.00	0.00	100 -----
8712 ART6 ATM95 FIRE-RAY EXHAUST	6,000.00	0.00	0.00	0.00	6,000.00	0
TOTAL: FIRE	819,838.88	0.00	75,365.13	805,162.83	14,676.05	98 -----
5231 ANEULANCE SERVICE						
1100 SALARIES	66,621.00	0.00	19,194.73	64,860.35	1,760.65	97 -----
3120 TRAINING AND TUITION	16,000.00	0.00	0.00	16,000.00	0.00	100 -----
4010 EXPENSES	5,535.75	0.00	1,682.44	5,438.37	97.38	98 -----
4011 EXPENSES ENC.	75.00	0.00	0.00	0.00	75.00	0
TOTAL: ANEULANCE SERVICE	88,231.75	0.00	20,877.17	86,298.72	1,933.03	97 -----
5241 BUILDING DEPARTMENT						
1100 SALARIES	112,147.00	0.00	28,287.31	100,886.02	3,260.98	97 -----
4010 EXPENSES	2,457.00	0.00	794.85	2,146.64	310.36	87 -----
4800 FUEL AND UTILITIES	2,000.00	0.00	2,234.25	2,234.25	234.25	111 -----
TOTAL: BUILDING DEPARTMENT	116,604.00	0.00	31,316.41	113,266.91	3,337.09	97 -----

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TOWN OF DANFORTH, N.
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	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5244 WEIGHTS AND MEASURES						
1100 SALARIES	500.00	0.00	500.00	500.00	0.00	100
4010 EXPENSES	31.00	0.00	31.00	31.00	0.00	100
TOTAL: WEIGHTS AND MEASURES	531.00	0.00	531.00	531.00	0.00	100
5291 CIVIL DEFENSE						
1100 SALARIES	570.00	0.00	570.00	570.00	0.00	100
4010 EXPENSES	1,870.00	0.00	0.00	1,068.95	801.05	57
TOTAL: CIVIL DEFENSE	2,440.00	0.00	570.00	1,638.95	801.05	67
5292 ANIMAL INSPECTOR						
1100 SALARIES	1,656.00	0.00	414.00	1,656.00	0.00	100
4010 EXPENSES	64.00	0.00	60.00	60.00	4.00	93
TOTAL: ANIMAL INSPECTOR	1,720.00	0.00	474.00	1,716.00	4.00	99
5293 ANIMAL CONTROL						
1100 SALARIES	11,341.00	0.00	3,225.25	11,341.00	0.00	100
4010 EXPENSES	1,500.00	0.00	197.00	1,533.77	33.77	102
4800 FUEL AND UTILITIES	679.00	0.00	251.49	418.62	260.38	61
TOTAL: ANIMAL CONTROL	13,520.00	0.00	3,673.74	13,293.39	226.61	98
5294 SHADE TREE DEPARTMENT						
4010 EXPENSES	1.00	0.00	0.00	0.00	1.00	0
TOTAL: SHADE TREE DEPARTMENT	1.00	0.00	0.00	0.00	1.00	0
5295 TREE WARDEN						
1100 SALARIES	750.00	0.00	625.00	625.00	125.00	83
4010 EXPENSES	23,237.00	0.00	14,004.70	23,237.00	0.00	100
TOTAL: TREE WARDEN	23,987.00	0.00	14,629.70	23,862.00	125.00	99
5298 FIRE/POLICE DISPATCHER						
1100 SALARIES	147,282.00	0.00	37,668.86	141,311.32	5,970.68	95
4010 EXPENSES	4,900.00	0.00	2,030.28	4,223.73	676.27	86
4011 EXPENSES ENC.	63.00	0.00	0.00	0.00	63.00	0
TOTAL: FIRE/POLICE DISPATCHER	152,245.00	0.00	39,699.14	145,535.05	6,709.95	95
5299 FIRE/POLICE STATION						
4010 EXPENSES	29,235.00	0.00	8,648.81	26,980.91	2,254.09	92
4011 EXPENSES ENC.	1,360.00	0.00	0.00	1,286.42	73.58	94
4800 FUEL AND UTILITIES	24,500.00	0.00	4,623.95	20,088.57	4,411.43	81
4801 FUEL/UTILITIES ENC.	1,925.00	0.00	0.00	1,693.25	231.75	87
8578 P/F STATION CEILING TILES 96	3,500.00	0.00	0.00	0.00	3,500.00	0
8587 P/F STATION DICTAPHONE 96TM	13,000.00	0.00	0.00	0.00	13,000.00	0
TOTAL: FIRE/POLICE STATION	73,520.00	0.00	13,272.76	50,049.15	23,470.85	68
5300 EDUCATION						

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TOWN OF HOFFMAN
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	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5300 EDUCATION						
4011 FY 93 SCHOOL ENCUMBERED	12,126.74	0.00	1,315.00	9,934.39	2,192.35	81
4012 FY 94 SCHOOL ENCUMBERED	1,731.47	0.00	0.00	1,731.47	0.00	100
4013 FY 95 SCHOOL ENCUMBERED	3,477.88	0.00	0.00	3,477.88	0.00	100
4014 SCHOOL ENCUMBERED 1996	156,110.20	0.00	5,476.73	136,566.52	19,543.68	87
8563 SCHOOL WINDOWS #41 94 ATM	6,586.36	0.00	0.00	6,586.36	0.00	100
8599 WINDOWS MACBRIDE/GR 4 TM96	84,546.00	0.00	3,031.00	7,236.45	77,309.55	8
8601 CAFET BR 5 /TM96	15,047.00	0.00	0.00	15,047.00	0.00	100
8721 ART15 ATM95 ROOF/PLAYGRD/MTN	67,743.67	0.00	772.00	67,743.53	0.14	99
TOTAL: EDUCATION	347,369.32	0.00	10,594.73	248,323.60	99,045.72	71
5302 KING PHILIP REGIONAL						
4010 EXPENSES	2,312,466.00	0.00	578,116.50	2,312,466.00	0.00	100
8718 ART6 ATM96 K.P. CAPITAL PLAN	36,356.00	0.00	0.00	36,356.00	0.00	100
TOTAL: KING PHILIP REGIONAL	2,348,822.00	0.00	578,116.50	2,348,822.00	0.00	100
5303 TRI-COUNTY REGIONAL						
4010 EXPENSES	150,336.00	0.00	25,230.00	150,336.00	0.00	100
TOTAL: TRI-COUNTY REGIONAL	150,336.00	0.00	25,230.00	150,336.00	0.00	100
5420 HIGHWAY DEPARTMENT						
1100 SALARIES	351,599.00	0.00	96,091.36	346,019.35	5,579.65	98
3060 ENGINEERING SERVICES	10,000.00	0.00	1,071.70	6,128.51	3,871.49	61
3073 PAGING SERVICES	220.00	0.00	50.85	203.40	16.60	92
4011 EXPENSES ENC.	13,048.00	0.00	0.00	9,314.93	3,733.07	71
4202 VEHICLE MAINTENANCE	20,085.00	0.00	3,697.53	20,075.68	9.32	99
4204 COPY MACHINE EXPENSES	1,050.00	0.00	0.00	832.50	217.50	79
4207 SIGS, ADVERTISING, POSTAGE	1,650.00	0.00	840.10	1,266.26	383.74	76
4215 TELEPHONE	2,150.00	0.00	797.89	2,366.52	216.52	110
4216 WATER	500.00	0.00	338.31	523.31	23.31	104
4220 SPECIAL PROJECTS	58,000.00	0.00	0.00	0.00	58,000.00	0
4223 OFFICE SUPPLIES	1,030.00	0.00	500.39	1,029.28	0.72	99
4238 STREET SIGNS	3,000.00	0.00	20.98	3,058.56	58.56	101
4239 TRAVEL, MEETINGS & DUES	300.00	0.00	0.00	366.12	66.12	122
4241 UNIFORM CLEANING	3,000.00	0.00	474.63	2,127.34	872.66	70
4244 STREET LIGHTING	5,500.00	0.00	0.00	5,599.00	99.00	101
4245 CATCH BASIN CLEANING	7,500.00	0.00	1,386.45	7,499.45	0.55	99
4248 FOOD REFRESH AND MAINTENANCE	45,320.00	0.00	2,491.74	44,935.46	384.54	99
4249 POLICE DETAILS	2,080.00	0.00	208.00	2,600.00	520.00	125
4251 PROFESSIONAL LICENSES	240.00	0.00	55.00	215.00	25.00	89
4252 GUARD RAIL REPAIR	2,000.00	0.00	0.00	0.00	2,000.00	0
4253 VEHICLE INSPECTIONS	280.00	0.00	62.50	112.50	167.50	40
4254 COMPUTER EXPENSE	896.00	0.00	575.14	893.86	2.14	99
4255 FACID, REFRESH/MAINTENANCE	600.00	0.00	620.00	716.20	116.20	119
4256 TRAFFIC CONTROL MAINTENANCE	1,500.00	0.00	0.00	163.14	1,336.86	10
4289 BUILDING MAINTENANCE	9,270.00	0.00	1,536.92	7,596.34	1,673.66	81

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01 GENERAL FUND						
5420 HIGHWAY DEPARTMENT						
8583 HWY DUMP TRUCKS/2 -TW96	134,634.28	0.00	0.00	134,634.28	0.00	100
TOTAL: HIGHWAY DEPARTMENT	675,452.28	0.00	110,236.53	598,276.99	77,175.29	88
5421 HIGHWAY GARAGE						
4800 FUEL AND UTILITIES	31,318.00	0.00	592.20	30,144.18	1,173.82	96
4801 FUEL/UTILITIES ENC.	305.84	0.00	0.00	305.84	0.00	100
TOTAL: HIGHWAY GARAGE	31,623.84	0.00	592.20	30,450.02	1,173.82	96
5423 SNOW AND ICE CONTROL						
110 EXPENSES	95,850.36	0.00	36,167.74	122,254.49	26,404.13-	127
TOTAL: SNOW AND ICE CONTROL	95,850.36	0.00	36,167.74	122,254.49	26,404.13-	127
5424 RECREATION FIELD WORK						
1100 SALARIES	2,800.00	0.00	0.00	2,800.00	0.00	100
1010 EXPENSES	593.00	0.00	0.00	593.00	0.00	100
TOTAL: RECREATION FIELD WORK	3,393.00	0.00	0.00	3,393.00	0.00	100
5431 TRANSFER STATION						
1100 SALARIES	85,061.00	0.00	25,974.31	79,597.84	5,463.16	93
3430 PRINTING	1,000.00	0.00	1,600.00	1,891.95	831.95-	183
4011 EXPENSES ENC.	367.00	0.00	0.00	366.51	0.49	99
4203 VEHICLE REPAIR & MAINTENANCE	7,986.00	0.00	1,840.50	6,590.34	1,395.66	82
4215 TELEPHONE/TS	770.00	0.00	189.50	812.30	42.30-	105
4221 RECYCLING COSTS/TS	6,140.00	0.00	1,674.50	6,239.20	99.20-	101
4222 TRASH REMOVAL FEES/TS	58,800.00	0.00	15,420.54	49,396.07	9,403.93	84
4224 FACILITY MAINTENANCE	3,183.00	0.00	353.40	1,622.35	1,560.65	50
4225 POSTAGE	515.00	0.00	0.00	595.10	80.10-	115
4241 UNIFORMS	640.00	0.00	140.01	419.85	220.15	65
4242 GEN. OPERATING MATERIALS/TS	1,288.00	0.00	539.94	1,323.71	35.71-	102
4247 STICKERS & DECALS/TS	8,000.00	0.00	2,732.04	4,915.99	3,084.01	61
4800 FUEL AND UTILITIES	7,085.00	0.00	80.75	6,830.71	254.29	96
4801 FUEL/UTILITIES ENC.	233.76	0.00	0.00	29.41	204.35	12
8339 LANDFILL CLOS LT0#3-10/91ATM	105,357.00	0.00	16,826.33	88,340.36	17,016.64	83
TOTAL: TRANSFER STATION	286,425.76	0.00	67,372.42	248,911.69	37,514.07	86
5432 LANDFILL						
3065 ENGINEERING/LANDFILL	35,750.00	0.00	76.83	9,737.24	26,012.76	27
3066 LEACHATE REMOVAL/LANDFILL	17,220.00	0.00	17,908.94	33,165.76	15,945.76-	192
3067 TRASH REMOVAL/TOWN DEPT'S	6,565.00	0.00	583.84	6,270.64	294.36	95
TOTAL: LANDFILL	59,535.00	0.00	18,569.51	49,173.64	10,361.36	82
5440 SEWERAGE						
7110 SOLID WASTE DISPOSAL	2,300.00	0.00	220.00	220.00	2,080.00	9
7112 CHARLES RIVER WTR POLL ASSES	2,770.00	0.00	2,770.00	2,770.00	0.00	100
TOTAL: SEWERAGE	5,070.00	0.00	2,990.00	2,990.00	2,080.00	58

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Expenditure Guideline

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TOWN OF HOUSTON
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	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5491 CEMETERY						
1100 SALARIES	18,621.00	0.00	1,395.75	18,619.99	1.01	99
2736 VETERANS GRAVE RESTORATION	430.02	0.00	0.00	0.00	430.02	0
4010 EXPENSES	3,220.00	0.00	695.79	3,041.72	178.28	94
4011 EXPENSES ENC.	86.00	0.00	0.00	86.00	0.00	100
8585 CEMETERY OWNERS -2 96TM	22,455.85	0.00	124.40	22,455.85	0.00	100
TOTAL: CEMETERY	44,812.87	0.00	2,215.94	44,203.56	609.31	98
5492 CUSTODIAN OF VETERANS GRAVES						
1100 SALARIES	300.00	0.00	300.00	300.00	0.00	100
4010 EXPENSES	919.00	0.00	539.78	919.00	0.00	100
8350 VETERANS MEMORIAL 96 TM	36,918.00	0.00	16,461.48	36,702.48	215.52	99
TOTAL: CUSTODIAN OF VETERANS GRAVES	38,137.00	0.00	17,301.26	37,921.48	215.52	99
5495 STREET LIGHTING						
4810 STREET LIGHTING	27,220.00	0.00	8,321.11	26,653.65	566.35	97
TOTAL: STREET LIGHTING	27,220.00	0.00	8,321.11	26,653.65	566.35	97
5510 BOARD OF HEALTH						
1100 SALARIES	36,273.00	0.00	9,235.20	36,257.00	16.00	99
4010 EXPENSES	32,596.00	0.00	11,658.73	32,595.89	0.11	99
8586 BO OF HLTH LASER ENTER 96TM	600.00	0.00	586.95	586.95	13.05	97
TOTAL: BOARD OF HEALTH	69,469.00	0.00	21,480.88	69,439.84	29.16	99
5520 SPECIAL PROGRAMS						
3180 HUMAN SERVICES PROGRAMS	6,650.00	0.00	0.00	6,650.00	0.00	100
TOTAL: SPECIAL PROGRAMS	6,650.00	0.00	0.00	6,650.00	0.00	100
5541 COUNCIL ON AGING						
1100 SALARIES	48,676.00	0.00	12,373.48	46,798.32	1,877.68	96
2700 FACILITIES RENTAL	3,000.00	0.00	750.00	2,906.25	93.75	96
2710 TRANSPORTATION EXPENSE	2,500.00	0.00	765.76	2,398.23	101.77	95
2713 SERVICE PROGRAM #3, 10/93TM	10,000.00	0.00	5,909.91	8,639.91	1,360.09	86
4010 EXPENSES	3,370.00	0.00	1,052.29	3,464.64	94.64	102
TOTAL: COUNCIL ON AGING	67,546.00	0.00	20,851.44	64,207.35	3,338.65	95
5543 VETERAN'S SERVICES						
1100 SALARIES	2,954.00	0.00	738.48	2,630.11	323.89	89
4010 EXPENSES	146.00	0.00	0.00	58.13	87.87	39
7700 VETERANS BENEFITS	500.00	0.00	0.00	0.00	500.00	0
TOTAL: VETERAN'S SERVICES	3,600.00	0.00	738.48	2,688.24	911.76	74
5610 LIBRARY						
1100 SALARIES	156,644.00	0.00	43,116.98	156,617.46	26.54	99
4010 EXPENSES	77,560.11	0.00	19,632.81	77,600.01	39.90	100
4800 FUEL AND UTILITIES	3,693.00	0.00	1,771.16	3,641.69	57.31	99

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GOVERNMENTAL FINANCIAL SYSTEM
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LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
TOTAL: TEMPORARY	243,903.11	0.00	64,520.95	243,859.16	43.35	33
5630 RECREATION						
1100 SALARIES	35,050.00	0.00	9,642.84	31,725.23	3,224.77	26
4010 EXPENSES	15,444.17	0.00	3,284.53	14,585.45	858.72	94
TOTAL: RECREATION	50,494.17	0.00	12,927.37	46,310.68	4,183.49	31
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	276.11	286.11	36.89	88
TOTAL: HISTORICAL COMMISSION	323.00	0.00	276.11	286.11	36.89	88
5692 MEMORIAL DAY						
4010 EXPENSES	525.00	0.00	473.00	473.00	52.00	90
TOTAL: MEMORIAL DAY	525.00	0.00	473.00	473.00	52.00	90
5710 MATURING DEBT						
9010 BOND REGISTRATION FEE	1,000.00	0.00	172.00	1,013.00	13.00	101
9159 TOWN HILL DEBT	50,000.00	0.00	50,000.00	50,000.00	0.00	100
9160 TEMPORARY INTEREST	3,000.00	0.00	1,950.00	1,950.00	1,050.00	65
9170 CERTIFICATION NOTES/BONDS	300.00	0.00	640.00	745.00	445.00	248
9451 ELEMENTARY SCHOOL ROOF DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100
9452 ELEMENTARY SCHOOL ROOF INT.	11,970.00	0.00	0.00	11,970.00	0.00	100
9453 ELEMENTARY SCHOOL LAND DEBT	24,000.00	0.00	0.00	24,000.00	0.00	100
9454 ELEMENTARY SCHOOL LAND INT.	19,383.00	0.00	0.00	19,383.00	0.00	100
9455 ELEMENTARY SCHOOL BLDG. DEBT	327,000.00	0.00	0.00	327,000.00	0.00	100
9456 ELEMENTARY SCHOOL BLDG. INT.	306,699.00	0.00	0.00	306,699.00	0.00	100
9465 DAY SCHOOL ADDITIONAL DEBT	16,000.00	0.00	0.00	16,000.00	0.00	100
9466 DAY SCHOOL ADDITIONAL INT.	9,722.00	0.00	0.00	9,722.00	0.00	100
9467 LANDFILL CLOSE DEBT	31,000.00	0.00	31,000.00	31,000.00	0.00	100
9468 LANDFILL CLOSE INTEREST	22,920.00	0.00	22,754.97	22,754.97	165.03	99
9473 F/C CAPITAL TEMP INTEREST	35,000.00	0.00	35,000.00	35,000.00	0.00	100
9474 TOWN HALL/RAIN/CAP INTEREST	6,000.00	0.00	1,365.00	1,365.00	4,635.00	22
9475 TOWN HALL TEMP DEBT	30,750.00	0.00	0.00	0.00	30,750.00	0
9476 DRAINAGE DEBT	58,000.00	0.00	0.00	58,000.00	0.00	100
9477 DRAINAGE INTEREST	31,980.00	0.00	0.00	31,980.00	0.00	100
9482 STORAGE TANK TEMP DEBT	15,000.00	0.00	15,000.00	15,000.00	0.00	100
9483 STORAGE TANK TEMP INTEREST	9,000.00	0.00	4,389.04	4,389.04	4,610.96	48
TOTAL: MATURING DEBT	1,023,724.00	0.00	162,271.01	982,971.01	40,752.99	96
5720 WATER DEBT						
9141 HIGHLAND LAKE TEMP DEBT	19,990.00	0.00	19,990.00	19,990.00	0.00	100
9142 HIGHLAND LAKE TEMP INTEREST	37,620.00	0.00	13,357.11	13,357.11	24,262.89	35
9162 HIGHLAND LAKE TEMPORARY DEBT	19,989.50	0.00	0.00	1,140.00	18,849.50	5
9457 NOON HILL DEBT	71,000.00	0.00	0.00	71,000.00	0.00	100
9458 NOON HILL INTEREST	65,396.00	0.00	0.00	65,397.00	1.00	100
9463 POND STREET DEBT	13,000.00	0.00	0.00	13,000.00	0.00	100

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM
 2/10/98 10:30:45
 LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

TOWN OF MATCOLE
 6L5202-V04.40 PAGE

	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCY
01 GENERAL FUND						
5720 WATER DEBT						
9464 FOND STREET INTEREST	12,201.00	0.00	0.00	12,201.00	0.00	100
9469 DECHAM STREET DEBT	30,000.00	0.00	7,531.00	22,531.00	7,469.00	75
9470 DECHAM STREET INTEREST	17,806.35	0.00	246.96	9,774.46	8,031.89	54
9478 LITCHFIELD/HARLOW DEBT	16,000.00	0.00	0.00	0,000.00	8,000.00	50
9479 LITCHFIELD/HARLOW INTEREST	3,967.00	0.00	0.00	3,367.00	0.00	100
9480 LELAND DEBT	10,039.21	0.00	0.00	6,000.00	4,039.21	59
9481 LELAND INTEREST	3,607.00	0.00	0.00	3,607.00	0.00	100
9485 FOND ST ADDITIONAL DEBT	2,000.00	0.00	0.00	2,000.00	0.00	100
9486 FOND ST ADDITIONAL INTEREST	997.00	0.00	0.00	996.50	0.50	99
TOTAL: WATER DEBT	323,613.06	0.00	41,125.07	252,961.07	70,651.99	78
5830 COUNTY ASSESSMENTS/CHARGES						
6000 COUNTY TAX	45,846.00	0.00	22,923.07	45,846.15	0.15	100
TOTAL: COUNTY ASSESSMENTS/CHARGES	45,846.00	0.00	22,923.07	45,846.15	0.15	100
5835 CHERRY SHEET CHARGES						
6120 MOTOR VEHICLE EXC. TAX BILLS	0.00	0.00	1,980.00	0.00	0.00	0
6121 MOSQUITO CONTROL	16,192.00	0.00	3,485.00	15,629.00	563.00	96
6122 NET. AIR POLLUTION CONTROL	2,210.00	0.00	552.50	2,210.00	0.00	100
6123 NET. AREA PLANNING COUNCIL	1,977.00	0.00	494.25	1,977.00	0.00	100
6124 M.F.T.A. ASSESSMENT	217,613.00	0.00	54,111.25	217,321.00	292.00	99
6126 SCHOOL CHOICE ASSESSMENT	0.00	0.00	14,368.00	45,359.00	45,359.00	9999
6127 NON GENERAL EXCISE TAX	2,640.00	0.00	2,640.00	2,640.00	0.00	100
TOTAL: CHERRY SHEET CHARGES	240,632.00	0.00	73,671.00	285,136.00	44,504.00	118
5913 EMPLOYEE BENEFITS						
1710 MEDICAL INSURANCE	250,348.51	0.00	62,220.81	250,348.51	0.00	100
1720 LIFE INSURANCE	7,529.00	0.00	1,700.25	6,774.51	754.49	89
1730 LONGEVITY	44,450.00	0.00	0.00	44,410.80	39.20	99
1735 EMPLOYEE ASSISTANCE PROGRAM	3,500.00	0.00	826.59	3,214.71	285.29	91
1736 MEDICARE	55,000.00	0.00	17,674.21	54,231.18	768.82	98
1740 UNEMPLOYMENT COMPENSATION	44,555.01	0.00	6,401.67	41,767.59	2,787.42	93
1750 STATE/COUNTY RETIREMENT	464,976.00	0.00	0.00	462,526.40	2,449.60	99
8730 ART 2/3 IM 96 COMPSCH/RECLAS	10.00	0.00	0.00	0.00	10.00	0
TOTAL: EMPLOYEE BENEFITS	870,368.52	0.00	88,823.53	863,273.70	7,034.82	99
5990 TRANSFERS						
5908 WORKMANS COMP CLAIMS	0.00	0.00	35,971.97	35,971.97	35,971.97	9999
9990 TRANSFER OUT	0.00	0.00	106,487.08	106,487.08	106,487.08	9999
TOTAL: TRANSFERS	0.00	0.00	142,459.05	142,459.05	142,459.05	9999
TOTAL: GENERAL FUND	10,640,289.92	0.00	2,205,710.88	10,203,262.01	431,027.91	95

ACQUISITIONAL FINANCIAL SYSTEM
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LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

TOWN OF HOVERLY, I.
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	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
25 WATER ENTERPRISE FUND						
5450 WATER DEPARTMENT						
1100 SALARIES	149,478.00	0.00	38,884.07	143,164.00	6,314.00	35
2030 PURCHASE OF WATER	7,900.00	0.00	840.85	1,893.58	6,006.42	23
3020 ACQUIFER PROTECTION	25,724.50	0.00	11,745.92	24,974.50	750.00	97
3026 ACQUIFER DELIN.W15 90STM	600.00	0.00	0.00	600.00	0.00	100
3060 ENGINEERING SERVICES	25,652.00	0.00	397.70	301.90	25,953.90	1
3061 ENGINEERING ENC.	1,080.00	0.00	0.00	1,080.00	0.00	100
3075 SOURCE DELINEATION W9-10/91	30,000.00	0.00	0.00	0.00	30,000.00	0
3222 NEW WELL EXPLORATION W6-92	19,325.25	0.00	0.00	0.00	19,325.25	0
3223 TEST WELL WOKF W16/93ATM	165.74	0.00	0.00	165.74	0.00	100
3224 WTR TEST WELL ART 5 STM 1/95	437.21	0.00	0.00	437.21	0.00	100
4010 EXPENSES	70,315.00	0.00	1,435.73	40,090.43	30,224.57	57
4011 EXPENSES ENC.	428.54	0.00	0.00	428.54	0.00	100
4026 UNPAID BILLS FROM PRIOR YRS.	214.32	0.00	0.00	214.32	0.00	100
4050 INDIRECT COSTS	60,391.00	0.00	1,394.43	49,795.85	10,595.15	82
4300 PROJECTS (BUDGET)	61,500.00	0.00	10,131.70	10,131.70	51,368.30	16
4800 FUEL AND UTILITIES	34,925.00	0.00	3,866.53	13,769.48	21,155.52	39
4801 FUEL/UTILITIES ENC.	1,517.63	0.00	0.00	1,517.63	0.00	100
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
8338 FOND STREET WME 23-91 (LTD)	6,565.00	0.00	0.00	6,565.00	0.00	100
8560 SPRUCE RD.PUMP ST. W34 94ATM	139,890.32	0.00	0.00	0.00	139,890.32	0
8561 SCHOOL ST.WATER MAINW35 94TM	36,000.00	0.00	0.00	0.00	36,000.00	0
8562 LELAND RD MAIN EST. W36 94TM	10,258.83	0.00	0.00	10,258.83	0.00	100
8567 MAIN ST.WATER MAIN W38 94ATM	735.80	0.00	0.00	735.80	0.00	100
8568 ART 36 STM NOV 94 DEDHAM WME	4,800.12	0.00	0.00	1,797.52	6,597.64	27
8572 ART 38 STM NOV 94 LITCHFIELD	8,875.04	0.00	0.00	8,544.80	330.24	26
8600 H'LAND LK AR16-11/95(627000)	457,933.33	0.00	465,222.59	18,204.26	476,137.59	3
8722 ART18 TW95 LAND FURC WTR SFY	145,000.00	0.00	157,708.00	13,188.00	158,188.00	2
8723 ART19 TW95 NEW SOURCE/ENG/AP	7,154.32	0.00	995.49	6,572.35	581.97	91
8724 ART21 TW95 MILL FVF ENG/F.S.	31,000.00	0.00	0.00	0.00	31,000.00	0
8731 WTR LAND ACQUIS ART38 STM96	3,238.44	0.00	0.00	3,238.44	0.00	100
TOTAL: WATER DEPARTMENT	1,341,106.39	0.00	553,238.17	290,686.52	1,050,419.07	21
5460 WATER DEPT DEPRECIATION EXP						
9720 BUILDINGS	0.00	0.00	3,552.00	3,552.00	3,552.00	9999
9731 MAINS	0.00	0.00	78,734.00	78,734.00	78,734.00	9999
9732 VALVES	0.00	0.00	8,441.00	8,441.00	8,441.00	9999
9733 STAND PIPES	0.00	0.00	7,138.00	7,138.00	7,138.00	9999
9734 WELLS	0.00	0.00	7,180.00	7,180.00	7,180.00	9999
9740 EQUIPMENT	0.00	0.00	10,908.00	10,908.00	10,908.00	9999
9751 SERVICE LATERALS	0.00	0.00	18,875.00	18,875.00	18,875.00	9999
9752 METERS	0.00	0.00	5,155.00	5,155.00	5,155.00	9999
9760 HYDRANTS	0.00	0.00	12,067.00	12,067.00	12,067.00	9999
9770 VEHICLES	0.00	0.00	3,124.00	3,124.00	3,124.00	9999
9771 FURNITURE & FIXTURES	0.00	0.00	276.00	276.00	276.00	9999
TOTAL: WATER DEPT DEPRECIATION EXP	0.00	0.00	155,450.00	155,450.00	155,450.00	9999

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM
 2/10/98 10:30:45
 LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1996 THROUGH JUN 30, 1997

TOWN OF HOFFMAN
 GLS202-004.40 PAGE

	ANNUAL REVISED	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
25 WATER ENTERFFISE FUND						
5955 REVOLVING FUNDS						
4031 HIGHLAND LAKE STATE FINE	450,024.00	0.00	449,572.23	449,572.23	451.77	39
TOTAL: REVOLVING FUNDS	450,024.00	0.00	449,572.23	449,572.23	451.77	39
5959 SPECIAL REVOLVING FUND						
2033 CROSS CONNECTION CONTROL FEV	4,550.00	0.00	2,340.00	2,610.00	1,940.00	57
TOTAL: SPECTAL REVOLVING FUND	4,550.00	0.00	2,340.00	2,610.00	1,940.00	57
TOTAL: WATER ENTERFFISE FUND	1,795,680.33	0.00	54,124.06	898,318.75	897,361.64	50

BOARD OF ASSESSORS

1997 was a very busy year for the Board of Assessors, as it was a recertification year. The triennial certification is state mandated and provides an accurate picture of value within the community. Sales data from the preceding year is analyzed, neighborhoods are reviewed and then the Board of Assessors, the office staff and Vision Appraisal Technologies, the Assessor's appraisal company, formulate new values as indicated by the analysis. The State reviewed the data and certified the new values by November, 1997.

The Board of Assessors is grateful to the Chief Assessor, the office staff and the support staff of Vision Appraisal Technologies for such a monumental task completed in such a timely manner.

Mr. John Robbins was re-elected to the Board of Assessors in May, 1997. Mrs. Donna L. Putt was elected Chairman with Mr. Fred Pfischner serving as Clerk. Ms. Deborah Robbins,

Assistant Assessor since 1992, was appointed as Chief Assessor in July, 1997. Ms. Robbins is a tireless dedicated asset to the office, the community and to the Mass. Assessors Association, of which she is an education committee member.

The Board of Assessors also wishes to extend its appreciation to Senior Clerks, Kathleen Mullineaux and Joan Dooley, and Data Collector Arthur H. Marshall for their knowledge, abilities and service to the public. As we begin another year, the Board of Assessors and its staff will continue to make the office more efficient. The Board and its staff will continue to serve the community in a professional manner.

Respectfully submitted,

Donna L. Putt, Chairman
Fred L. Pfischner, Clerk
John Robbins

For the year ending December 31, 1996

TOTAL AMOUNTS TO BE RAISED:

Total appropriations to be raised by taxation		\$16,568,365.54
Total appropriations to be taken from available funds		544,621.86
Total educational offsets		15,593.00

Fiscal 1998

County Assessments:			
County Tax		\$49,780.00	49,780.00
State Assessments:			
Motor Vehicle Excise Bills	\$2,640.00		
Mass Bay Transportation	213,674.00		
Air Pollution Control Dist.	2,363.00		
Met Area Planning Council	2,027.00		
Mosquito Control Project	19,012.00		
Total			239,716.00
Overlay of Current Year			80,000.00
			\$16,568,365.54
Total Amount to be raised			
Estimated Receipts and other Revenue Sources:			
1998 Fiscal Year Receipts as certified on Cherry Sheet	3,343,371.00		
Motor Vehicle & Trailer Ext.	778,902.00		
Licenses & Permits	141,547.00		
Fines & Forfeits	55,147.00		
Penalties & Interest on taxes & excise	58,610.00		
Charges for service-water	-0-		

FINANCES

Other Charges for Services	-0-	
Charges for Services -		
Trash Disposal	167,550.00	
Fees	14,957.00	
Rentals	-0-	
Other Departmental Revenue	44,469.00	
Investment Income	146,469.00	
In Lieu of Tax Payments	8,404.00	
Refunds & Reimbursements	-0-	
Total		4,759,426.00
Amount to be taken from available funds for particular purpose and to reduce the Tax Rate	-0-	
Total Estimated Receipts and Available Funds	6,504,954.11	
Net amount to be raised by Taxation on Property	10,063,411.43	
TOTAL RECEIPTS FROM ALL SOURCES	\$16,568,365.54	

REAL ESTATE ASSESSMENTS AND ABATEMENTS

Year	No. of Dwellings	Total Valuation	Total Exemptions Granted Veterans	Total Exemptions Granted Clause 37A, 17D, 18 41A & 41C	Total Abatements Processed
1997	2,704	594,221,800	57	20	16
1996	2,659	537,368,800	61	20	29
1995	2,631***	507,492,700	59	26	48
1994	2,726	542,210,900	57	35	47
1993	2,619	540,154,100	57	33	72
1992	2,548	529,677,990	57	33	70
1991	2,424	519,317,777	61	31	48
1990	2,382	602,174,559	63	35	49
1989	2,350	590,617,491	66	40	84
1988	2,320***	574,200,821	64	32	**
1987	2,948	291,144,028	65	38	24

**DUE TO REVALUATION FOR FY1989, NO ABATEMENTS HAD BEEN PROCESSED PRIOR TO PRINTING.

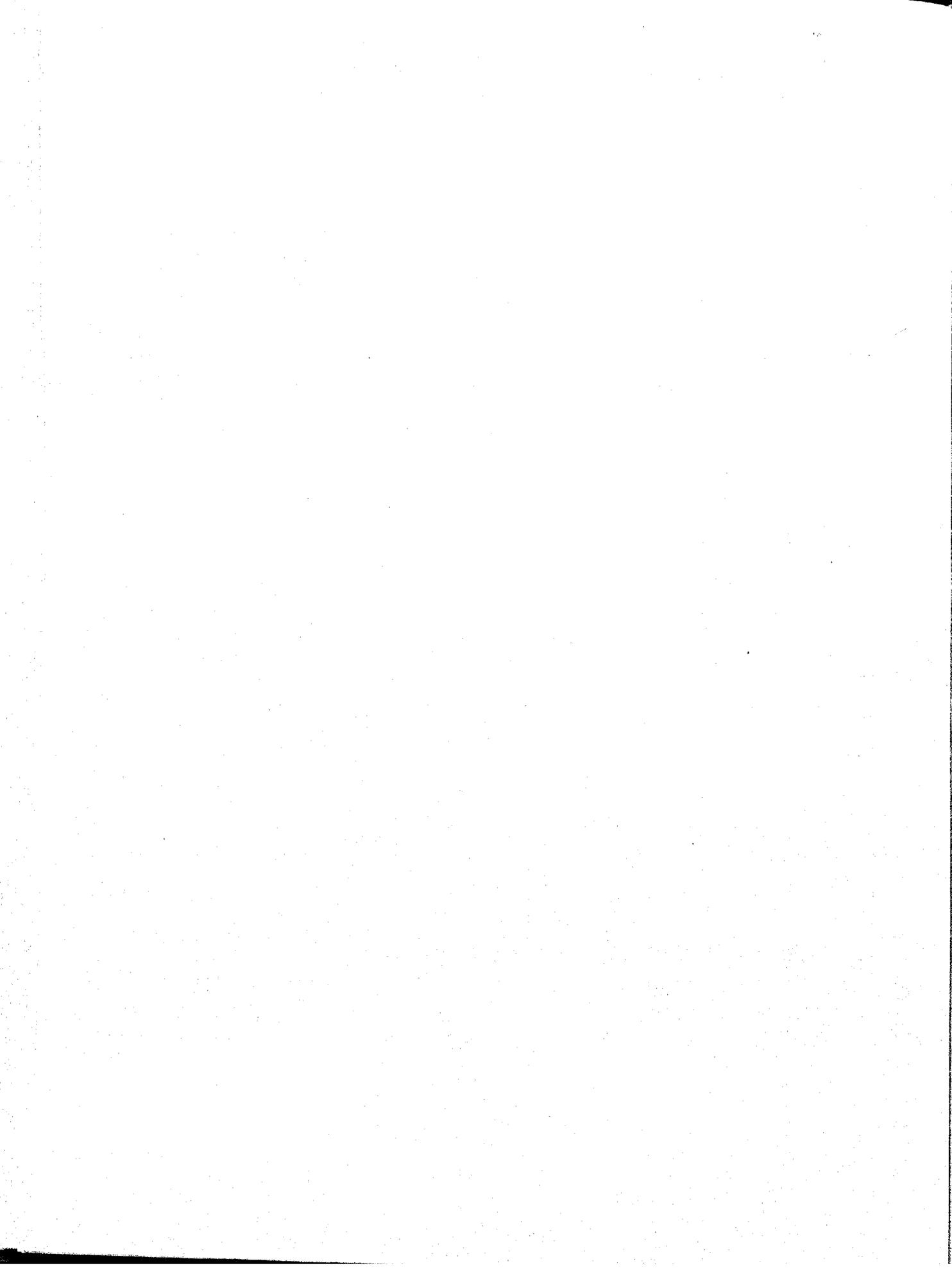
***DECREASE OF DWELLINGS DUE TO RE-CLASSIFICATION OF VACANT LAND.

Total Valuation:	
Real Estate	\$620,511,600.00
Personal Property	9,633,136.00
Total	\$630,144,736.00

Fiscal Year 1998 Tax Rate per Thousand:	
Total:	\$15.97

MOTOR VEHICLE ASSESSMENT AND ABATEMENTS

Years	No. of Excise Bills	Motor Vehicle Excise Tax Money Committed	Total Abate-ments Pro-cessed	Total Amount Abated	Comm. Value of Vehicles
1997	8,655	839,485.12	602	40,891.41	33,579,400
1996	8,688	776,163.48	433	37,027.65	31,046,520
1995	8,775	750,292.63	598	40,166.77	30,011,720
1994	8,458	697,827.98	602	35,306.92	27,913,119
1993	8,394	617,048.77	569	34,041.43	24,683,951
1992	8,012	549,355.76	356	20,873.14	24,721,360
1991	7,951	598,036.22	350	14,729.43	25,321,045
1990	7,883	556,948.20	452	23,444.40	24,928,263
1989	7,731	510,692.49	468	20,655.27	22,140,224
1988	7,124	531,365.38	475	18,517.42	22,309,750
1987	7,053	442,792.20	727	35,160.38	21,143,510



TOWN MEETING WARRANT

Norfolk, ss.

To either Constable in the Town of Norfolk, in said County:

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs, residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Norfolk Public School, MacBride Auditorium, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, the 5th day of May, 1998, at 7:00 a.m., for the election of town officers under ARTICLE 1, of the annual town meeting; and thence to meet at 7:30 p.m. on Tuesday, May 26, 1998, at the King Philip High School, 201 Franklin Street, Wrentham, MA 02093, for the adjourned business session of the annual town meeting, then and there to act on the following articles commencing with Article 2; viz:

ARTICLE 1

Submitted by Town Clerk

To choose by ballot the following officers: viz, one Moderator for a one year term; one Selectman for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; one Board of Health member to complete a one year unexpired term; one Library Trustee for a three year term; one Water Commissioner for a three year term; two Planning Board members for a three year term; two Recreation Commissioners for a three year term; one Norfolk School Committee member for a three year term; one Housing Authority member for a five year term; and two Constables for a three year term.

ARTICLE 2

Submitted by Personnel Board

To see if the Town will vote to amend the Personnel Bylaw by changing the classification schedule as recommended; or take any other action relative thereto.

ARTICLE 3

Submitted by Board of Selectmen

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and to authorize any board or committee to employ its members for additional salary or compensation, and to fix the salary or compensation thereof; and further to see what sum of money the Town will raise and appropriate, transfer from any available source of funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 1998; or take any other action relative thereto. (Budget)

ARTICLE 4

Submitted by Water Commissioners

To see what sum of money the Town will vote to transfer from Water Department revenue to fund the Water Department, maintenance, and operating expenses; or take any other action relative thereto.

ARTICLE 5

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, borrow or bond pursuant to any applicable statute to fund capital and other expense items; or take any other action relative thereto.

ARTICLE 6

Submitted by Conservation Commission

To see if the Town will vote to raise and appropriate, borrow or bond, or transfer from any available source of funds, or borrow pursuant to any applicable statute, a sum of money for the purpose of purchasing for conservation purposes, by eminent domain or negotiated purchase, or otherwise a parcel of land off Marshall Street in Norfolk, identified on Assessors' Map 19, Block 69, Lots 55 and 59, consisting of approximately 62 acres more or less, together with all flowage and other rights and easements, currently owned by the Estate of Ernest V. and Esther M. Lind; that said land be conveyed to the Town of Norfolk under the provisions of Massachusetts General Laws, Chapter 40, Section 8c, and as it may hereafter be amended, and other Massachusetts statutes relating to conservation, to be managed and controlled by the Conservation Commission of Norfolk, and that the Conservation Commission be authorized to file on behalf of Norfolk any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, Section 11) and/or any others in any way connected with the scope of this Article, and that the Town of Norfolk and the Conservation Commission be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Norfolk to affect said purchase; or take any other action relative thereto.

ARTICLE 7

Submitted by Cemetery Commission

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable statute a sum of money to install electrical service to the Veteran's Monument at the Norfolk Cemetery, to install a podium at the Veteran's Monument, to install fencing around the Veteran's Section, and to provide for engineering services therefore; or to take any other action relative thereto.

ARTICLE 8

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for legal and other consulting services, including costs incidental thereto, associated with the negotiation of Norfolk's cable television franchise license; or take any other action relative thereto.

ARTICLE 9

Submitted by Planning Board and Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable state statute, a sum of money to hire a consultant to assist the Town in Growth Management Planning; or take any other action relative thereto.

ARTICLE 10**Submitted by Water Commissioners**

To see what sum of money the Town will raise and appropriate, borrow pursuant to any applicable statute, or transfer from Water Department revenue for a proposed new water tank siting location, study and report; or take any other action relative thereto.

ARTICLE 11**Submitted by Water Commissioners**

To see what sum of money the Town will raise and appropriate, borrow pursuant to any applicable statute, or transfer from Water Department revenue for Engineering Services for the first phase for a new source approval in compliance with D.E.P. procedures; or take any other action relative thereto.

ARTICLE 12**Submitted by Petition**

To see if the Town will vote to amend Norfolk Bylaws Article VII, Land Use and Resource Protection, by adding a new Section III, entitled "Overhead Wires and Poles" in accordance with General Laws Chapter 166 Section 22D requiring utilities to remove poles and overhead wires and associated overhead structures which are located upon, along or across any public way or ways within all or part of the Town of Norfolk, or take any other action in relation thereto.

ARTICLE 13**Submitted by Petition**

To see if the Town will vote, pursuant to the Annotated Laws of Massachusetts, Chapter 166, Sections 22D through 25, to instruct the Utility Companies (Electric, Telephone and Cable) to bury their wires underground through town center. This area is defined on Map 14 and includes sections of Main St., Union St., and Rockwood Rd. The cost of this project will be paid by all utility users, as a percentage of their utility bills.

ARTICLE 14**Submitted by Board of Selectmen**

To see if the Town will choose any committee, or to hear or act on the report of any committee, town officer, or to instruct any committee or town officer; or take any other action relative thereto.

ARTICLE 15**Submitted by Highway Superintendent**

To see if the Town will vote to accept and authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement; or take any other action relative thereto.

ARTICLE 16**Submitted by Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to release or acquire by gift, eminent domain or otherwise such easements as may be necessary for drainage purposes and the laying out of public ways, and to raise and appropriate, or transfer from any available source of funds, a sum of money for said purpose; or take any other action relative thereto.

ARTICLE 17

To see if the Town will vote to acquire by gift, eminent domain or otherwise land or easements for open space or passive recreational purposes; or take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 18

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44, Section 53E ½. To authorize the use of a revolving fund for the purpose of paying the expenses of snow removal from King Philip Regional school property within the Town of Norfolk; said fund to be credited with receipt of fees charged for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed \$5,000 in fiscal year 1999; or take any other action relative thereto.

Submitted by Town Administrator

ARTICLE 19

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44, Section 53E ½, to authorize the use of a revolving fund for the purpose of paying expenses related to the collection of parking ticket violations; said fund to be credited with receipts collected not to exceed \$1,000 in fiscal year 1999 under the direction of the Board of Selectmen; or take any other action relative thereto.

Submitted by Town Administrator

ARTICLE 20

To see if the Town will vote to reauthorize Planning Board Revolving Fund pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ from which to receive and disburse subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions and to authorize the Planning Board to pay such fees collected to the Town of Norfolk General Fund in an amount not to exceed \$40,000 during fiscal year 1999; or take any other action relative thereto.

Submitted by Planning Board

ARTICLE 21

To see if the Town will vote to authorize the use of a revolving fund, pursuant to M.G.L. Chapter 44, Section 53E ½ for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000 and to see what sum of money the Town will appropriate from available funds to establish the revolving fund; or take any other action relative thereto.

Submitted by Water Commissioners

ARTICLE 22

To see if the Town will vote to accept all State and Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative or agency thereof, and will not obligate or encumber any resident of the Town of Norfolk without a town meeting; or take any other action relative thereto.

Submitted by Water Commissioners

ARTICLE 23

Submitted by Planning Board

To see if the Town will vote to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards; or take any other action relative thereto.

ARTICLE 24

Submitted by Conservation Commission

To see if the Town will vote to amend the Norfolk Wetland Protection Bylaw by adding the words "or Riverfront Area" following the word "estuary" in Section 2, JURISDICTION of Article VII, Section 2 of the Town of Norfolk Bylaws.

ARTICLE 25

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title land, so called, such sales to be made on behalf of the inhabitants of the Town of Norfolk, and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps, and auctioneer's fees, if required; or take any other action relative thereto.

ARTICLE 26

Submitted by Board of Selectmen

To see if the Town will vote to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action relative thereto.

ARTICLE 27

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, or transfer from any available source of funds, a sum of money to pay unpaid bills of a prior year pursuant to Massachusetts General Laws, Chapter 44, Section 64; or take any other action relative thereto.

ARTICLE 28

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, or transfer from any available source of funds, sums of money to be added to various departmental budgets and appropriations for the fiscal year ending on June 30, 1998; or take any other action relative thereto.

ARTICLE 29

Submitted by Board of Selectmen

To see if the Town will vote to accept as a public way and to accept all easements related thereto, Liberty Lane, formerly known as a portion of North Street, as approved by the Board of Selectmen in accordance with a plan drawn by Coler & Colantonio Engineers of Norwell, Massachusetts, a copy of which is on file in the Office of the Town Clerk; or take any other action relative thereto.

ARTICLE 30

Submitted by Board of Selectmen

To see if the Town will vote to accept as a public way and to accept all easements related thereto, Independence Drive, formerly known as North Street Connector, as approved by the Board of Selectmen in accordance with a plan drawn by Coler & Colantonio Engineers of Norwell, Massachusetts, a copy of which is on file in the Office of the Town Clerk; or take any other action relative thereto.

ARTICLE 31

Submitted by Planning Board

To see if the Town will vote to accept a gift of land, or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as public ways the following streets in Noon Hill Estates as shown a definitive plan of "Noon Hill Estates" by McIntyre and Johnson, Inc. dated September 1965, and further described by Judith Nitsch Engineering Company and approved and laid out by the Board of Selectmen:

- A. Chicatabut Avenue, a distance of 1,920 +/- feet, from Fruit Street to cul de sac
- B. Seneca Street, a distance of 370 +/- feet, from Noon Hill Avenue to Medfield Town Line
- C. Pennacook Street, a distance of 1,500 +/- feet, from Massachusetts Avenue to Chicatabut Avenue
- D. Hemlock Lane (formerly Nipmuck Street), a distance of 300 +/- feet, from Noon Hill Avenue to Medfield Town Line
- E. Cowesit Avenue, a distance of 900 +/- feet, from Noon Hill Avenue to Naugatuck Avenue
- F. Masconemet Avenue, a distance of 1,150 +/- feet, from Fruit Street to Cowesit Avenue
- G. Naugatuck Avenue, a distance of 1,520 +/- feet, from Fruit Street to cul de sac

and to accept all utility and drainage easements as shown on the plan entitled "Noon Hill Estates" and further to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 32

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way Lantern Lane, a distance of 1,230 +/- feet, from Lafayette Lane to the cul de sac together with the utility and drainage easements as laid out and approved by the Board of Selectmen together with the utility and drainage easements as laid out and approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Yunits Engineering Co., Inc. of Holbrook, Massachusetts 02343 dated October 12, 1979 and further to see what sum of money the Town will raise and appropriate, borrow or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 33

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way

Lafayette Lane, a distance of 310 +/- feet, from a Lafayette Lane cul de sac to Lantern Lane together with the utility and drainage easements as laid out and approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Yunits Engineering Co., Inc. of Holbrook, Massachusetts 02343 dated October 12, 1979 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 34

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Lafayette Lane, a distance of 543 +/- feet, from Valentine Drive to the cul de sac on Lafayette Lane together with the utility and drainage easements as laid out and approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Stavinski Engineering, Associates, Inc. of Wrentham, Massachusetts dated September 21, 1989 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 35

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Valentine Drive, a distance of 1,145 +/- feet, from Freedom Trail to Valentine Drive, together with the utility and drainage easements as approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Stavinski Engineering, Associates, Inc. of Wrentham, Massachusetts dated October 20, 1989 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 36

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way Freedom Trail, a distance of 3,765 +/- feet, from Everett Street to the end of the cul de sac together with the utility and drainage easements as laid out and approved by the Board of Selectmen in accordance with the acceptance plan as drawn by Stavinski Engineering, Associates, Inc. of Wrentham, Massachusetts dated March 7, 1989 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 37

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Country Squire Drive, a distance of 654 +/- feet, from Valentine Drive to the end of the cul de sac together with the utility and drainage easements as laid out and approved by the Board of Selectmen as shown on the subdivision plan entitled,

"COBBLE KNOLL ESTATES" drawn by Norwood Engineering, Inc. of Norwood, Massachusetts dated July 14, 1971 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 38

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Old Liberty Lane (formerly "future road" and Liberty Lane), a distance of 300 +/- feet, from Freedom Trail to the Walpole Town Line together with utility and drainage easements as laid out and approved by the Board of Selectmen as shown on the subdivision plan entitled, "LAFAYETTE ESTATES, EXTENSION 3" drawn by Yunits Engineering of Holbrook, Massachusetts 02343 dated September 9, 1980 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 39

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Chickadee Drive, a distance of 1,255 +/- feet, from King Street to the cul de sac together with the utility and drainage easements as laid out and approved by the Board of Selectmen as shown on the subdivision plan entitled, "PINE BROOK ESTATES" drawn by Landmark Engineering of New England, Inc. of Wrentham, Massachusetts dated March 19, 1982 and revised June 2, 1982 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 40

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Sparrow Road, a distance of 692 +/- feet, from near Robin Road to Chickadee Drive together with the utility and drainage easements as laid out by the Board of Selectmen as shown on the subdivision plan entitled, "PINE BROOK ESTATES" drawn by Landmark Engineering of New England, Inc. of Wrentham, Massachusetts dated March 19, 1982 and revised June 2, 1982 and further to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 41

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Eagle Drive, a distance of 960 +/- feet, from Lawrence Street to Dead End, together with the utility and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan dated October 27, 1989 and revised June 7, 1992 drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and further to see what sum of money the Town will raise and appropriate, borrow, or

transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 42

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Bretts Farm Road, a distance of 2,556 +/- feet, from Lawrence Street to Dead End together with the utility and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan dated October 27, 1989 and revised June 7, 1992 drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and further to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

ARTICLE 43

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way, Cranberry Meadow Road, a distance of 1,355 + 1-feet, from Lawrence Street to Dead End and stub off of Cranberry Meadow Road, to be known as Eagle Drive Extension, together with the utility and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan dated July 19, 1991 and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses;

and further to see if the Town will vote to accept a gift of land and easements or to take, pursuant to Chapter Seventy-Nine of the General Laws, the unfinished portion of the stub off of Cranberry Meadow Road, to be known as Eagle Drive Extension, from the paved portion to property of William H. and Beverly J. Slattery as shown on Sheet 2 of 2 of the plan entitled, "Acceptance Plan of Land of Cranberry Meadow Road" in Norfolk, Mass dated July 19, 1991 and revised June 8, 1992 drawn by GLM Engineering Consultants, Inc. of Houston, Massachusetts and as described in documents entitled "Description Cranberry Meadow Road" and Drain Easements. Said parcel containing the roadway between Lots 10 and 11 and all easements as shown on said plan; or take any other action relative thereto.

ARTICLE 44

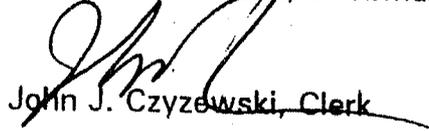
Submitted by Advisory Board

To see if the Town will vote to raise and appropriate, transfer from any source of available funds, or otherwise provide for the Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5B; or take any other action relative thereto.

Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting. Given under our hands and seal of the Town of Norfolk on the 30th day of March, 1998, A.D.

NORFOLK BOARD OF SELECTMEN


Girard L. St. Amant, Chairman


John J. Czyzewski, Clerk

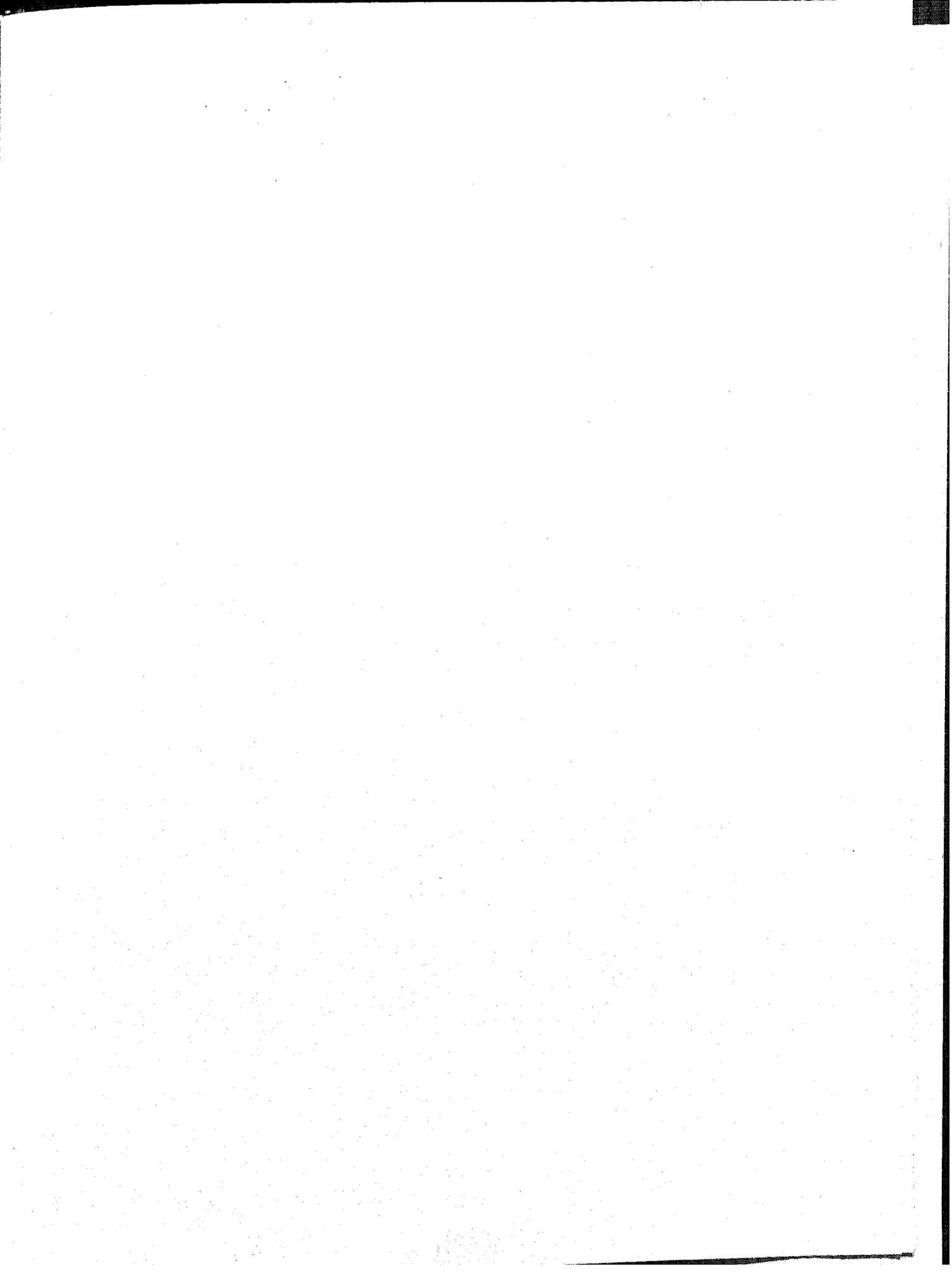

James R. Giebfied, Member

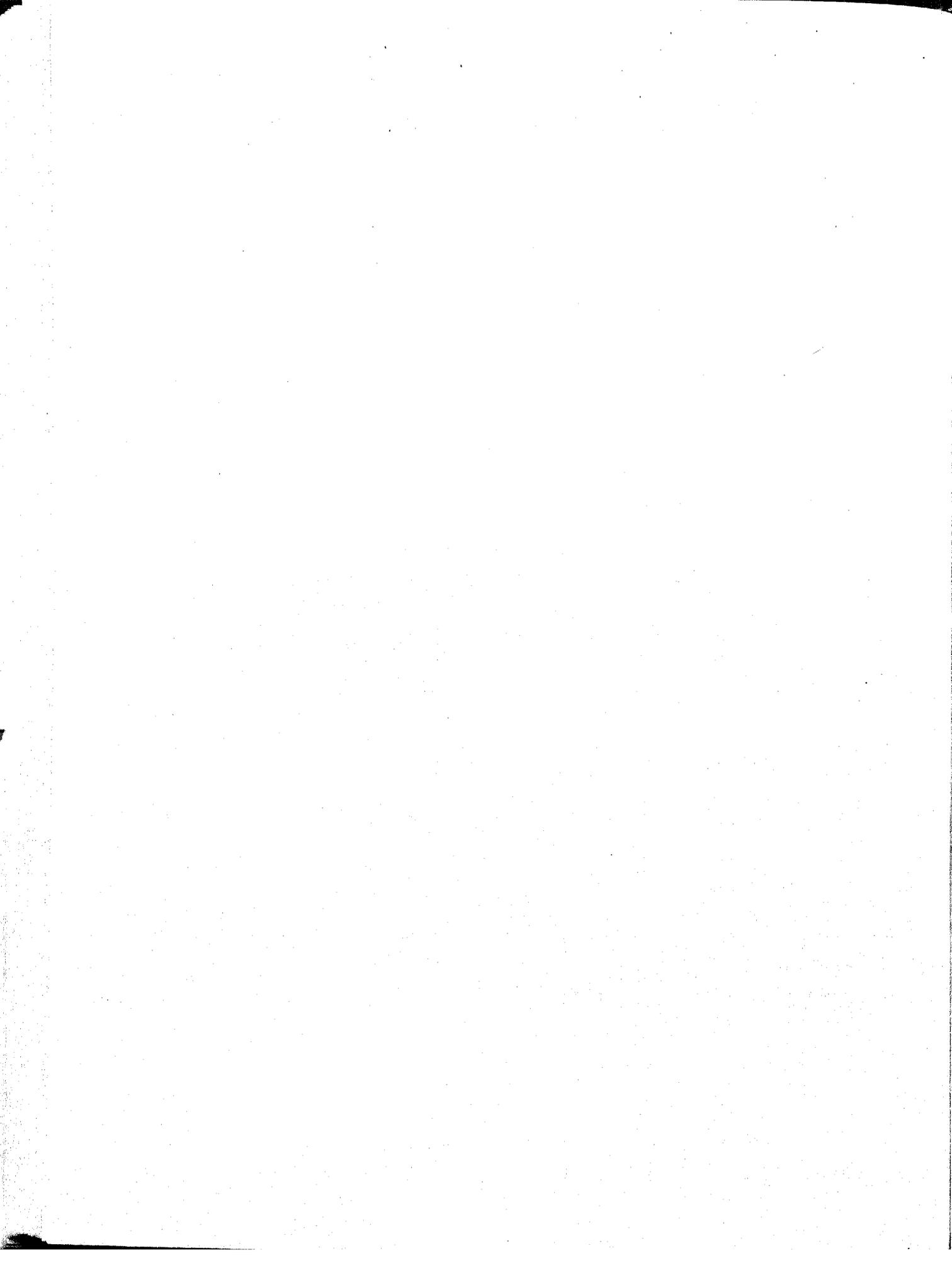
A true copy, attest:
Town of Norfolk
Norfolk, ss

By virtue of this Warrant, I have notified and warned the legal voters of the Town of Norfolk aforesaid to meet at the time and place and for the purposes specified in said Warrant, by posting true and attested copies thereof in the Town Hall, and in at least one public place in each of the three precincts, not less than seven (7) days at least before the date of said meeting.

Constable

Date





**TOWN OF NORFOLK
127th ANNUAL REPORT
YEAR ENDING DECEMBER 1997**

OUR TOWN

SETTLED: 1678
INCORPORATED: 1870
POPULATION: 9,270
MCI POPULATION: 2,526
AREA: 15 Square Miles
LOCATION: 20 miles south of Boston, 22 miles north of Providence, RI
BOUNDED BY: Foxboro, Franklin, Medfield, Medway, Millis, Walpole, and Wrentham
ELEVATION: 220 feet
VOTERS: 4,788
TAX RATE: \$15.97 per \$1,000
VALUATION: \$630,144,736
PROPERTY CLASSIFICATION: 94% Residential
3% Commercial
1% Industrial
2% Personal
100%
SINGLE FAMILY DWELLINGS: 2,669
FORM OF GOVERNMENT: Open Town Meeting, Board of Selectmen
PAVED ROAD MILES: 75 miles

AREA HOSPITALS:

Caritas Southwood Hospital, Norfolk
Norwood Hospital, Norwood
Sturdy Memorial Hospital, Attleborough
Milford-Whitinsville Regional Hospital, Milford

CHURCHES:

The Federated Church of Norfolk - Interdenominational
St. Jude's - Catholic
Emmanuel - Baptist

LIBRARY: 139 Main Street, 528-3380

HOURS OF OPERATION:

Monday 2 p.m.-8:30 p.m.
Tuesday 10 a.m.-8:30 p.m.
Wednesday 10 a.m.-5 p.m.
Thursday 10 a.m.-8:30 p.m.
Friday Closed
Saturday 10 a.m.-4 p.m.

ABSENTEE VOTING: All Elections

DOG LICENSES:

All licenses expire December 31. A dog must be licensed if over 6 months old.

Fee: Spayed female and neutered male \$6.00
Female & male \$10.00
Late Fee After May 1 \$25.00

Please show evidence of current rabies inoculation.

QUALIFICATIONS FOR REGISTRATION AS VOTERS:

Must be 18 years of age, American born or naturalized. Registration: Monday through Thursday 8:00 a.m. to 3:00 p.m.; at Town Clerk's office: Special evening sessions for registration of voters held by Registrars preceding elections.

TAX BILLS:

Tax bills are paid quarterly. First payment is due on August first, second payment is due on November first, third payment is due February first and the fourth payment is due May first or thirty days from mailing of bill, whichever is latest. Motor vehicle excise bills and water bills are due thirty days from date of issue.

SCHOOLS: H. Olive Day, Pre K-2
Freeman/Centennial, 3-6
King Philip Regional Junior High, 7-8
King Philip Regional Senior High, 9-12
Tri County Vocational Reg. Technical School, 9-12
Norfolk County Agricultural School, 9-12

TRANSPORTATION:

MBTA rail service daily to Boston, two taxi cab companies

SENATORS IN CONGRESS:

Edward M. Kennedy, JFK Federal Building, Room 409, Government Center, Boston, MA 02203
Tel. (617) 565-3170

John F. Kerry, Transportation Building, Room 3220, 10 Park Plaza, Boston, MA 02116
Tel. (617) 565-8519

REPRESENTATIVE IN CONGRESS:

Barney Frank — 4th Congressional District
2404 Rayburn Building, Washington, DC 20515
District Office — 29 Crafts Street, Newton, MA 02158
Tel. (617) 332-3920

STATE SENATOR:

Cheryl Jacques — Norfolk, Bristol, Middlesex District
State House, Room 213C, Boston, MA 02133
Tel. (617) 722-1555

STATE REPRESENTATIVE:

JoAnne Sprague — Walpole 9th Norfolk District
State House, Room 237, Boston, MA 02133
Tel. (617) 722-2305

COUNTY COMMISSIONERS:

William P. O'Donnell
John M. Gillis
Peter H. Collins
Tel. (617) 461-6105

SHERIFF NORFOLK COUNTY:

John H. Flood
Tel. (617) 329-3705

DISTRICT ATTORNEY:

Jeffrey A. Locke
Tel (617) 329-5440

Town Departments

Accountant/Finance Department	528-5686
Animal Control	528-4101
Board of Appeals	541-8455
Assessors	528-1120
Town Clerk	528-1400
Tax Collector	520-0058
Conservation Commission	541-8455
Council on Aging	528-4430
Finance Director	528-3152
Fire Department (Information)	528-3207
Board of Health	528-7747
Building Department	528-5088
Highway Department	528-4990
Library	528-3380
Planning Board	528-2961
Police Department (Information)	528-3206
Recreation	520-1315
Schools:	
Superintendent's Office	528-1225
Freeman/Centennial School	528-1266
H. Olive Day	541-5475
King Philip Regional High School	384-1000
King Philip Regional Junior High School	541-7324
Tri-County Reg. Vocational High School	528-5400
Norfolk County Agricultural School	668-0268
Selectmen/Town Administrator	528-1408
Treasurer	541-3984
Veteran's Agent	520-7170
Water Department	528-1412
POLICE/FIRE/AMBULANCE EMERGENCY	9-1-1

NO SCHOOL SIGNALS

ALL SCHOOLS
Fire Whistle blows at 6:30 a.m.

ELEMENTARY SCHOOLS ONLY
Fire Whistle blows at 7:00 a.m.

TRANSFER STATION HOURS

TO USE THE RECYCLING/TRANSFER STATION:

You must be a legal resident of Norfolk and must purchase a decal for your vehicle in order to use the Transfer Station.

RECYCLING/TRANSFER STATION HOURS OF OPERATION

Wednesday: Summer hours: 4/1-9/30 11:30 a.m.-7:00 p.m.
 Winter hours: 10/1-3/31 11:30 a.m.-5:00 p.m.

Saturday: 8:00 a.m.-4:00 p.m.

Decals may be purchased at the Transfer Station during normal hours of operation.
Closed Legal Holidays: If closed Tuesday for Holiday, will open Wednesday.

When a holiday falls on a day when the Transfer Station is regularly open to the public, the area will be closed and will be open to the public the following day. In the event of severe weather (i.e. blizzard) the Transfer Station may be closed and will be open the next regularly scheduled day—check with the local cable TV Station or the Highway Department.

